

**EXPRESSIONS OF INTEREST -
POSITION DESCRIPTION AND SELECTION PROCESS
FOR NATIONAL COUNCIL MEMBERS**

RESPONSIBLE TO: The Board Chair

LOCATION: 215 Adelaide Street, Brisbane CBD
Meetings are held in Brisbane or by
teleconference several times each year

ALL STATES AND

TERRITORIES: Preference for applicants from NSW and VIC. Other
exemplary applicants should also apply.

ORGANISATION OVERVIEW

National Seniors Australia Ltd is Australia's largest independent, not for profit membership organisation for older Australians. National Seniors' purpose is to empower positive futures for older Australians. It is an advocate on issues of concern for this group. National Seniors aims to influence government policy and works to provide a well-informed and representative voice to government, business and the community.

National Seniors funds its activities largely from revenue earned from commercial activities.

NATIONAL COUNCIL OVERVIEW

The National Council is part of the governance arrangements of National Seniors and its composition and objectives are set out in [National Seniors' Constitution](#). The National Council is established to provide a forum for the discussion of matters relevant to trends and strategic issues relating to the older Australians and to National Seniors Australia in general.

- the Council will also provide reflections and relevant advice to the Board including:
- emerging trends and societal attitudes that impact on older Australians
- the nature and strategic direction of the priorities of National Seniors Australia; and
- ensuring the structure of the organisation remains relevant to the needs of National Seniors Australia and all older Australians.

The role of National Council members is currently under review with the objective of expanding the role and function of members in addition to the constitutionally required responsibilities. It is therefore likely that these additional responsibilities will require future appointees to be able to devote adequate time and effort to the expanded role. The expanded responsibilities incorporate a broader ambassadorial role primarily at a local community level.

NATIONAL COUNCIL STRUCTURE

The National Council comprises of a maximum of:

- all Directors
- up to 10 ordinary members.

All National Council Members are appointed to represent the entire membership of National Seniors and not any particular group or geographical area. Importantly, only National Council members can vote at a general meeting of National Seniors, including the AGM.

National Council members are appointed for terms of up to three years.

PURPOSE OF THE POSITION

The main purpose of the position is to work as part of the National Council and provide strategic direction and governance to the organisation.

RELATIONSHIPS

Fellow National Council members, the Board of Directors, Company Secretary, National Seniors Membership and the Chief Executive.

RESPONSIBILITIES

- Prepare for, attend and contribute to the National Council Meetings.
- Actively participate in workshops, meetings and working parties of the National Council.
- Assist with setting the strategic direction of the organisation.
- Support the activities of National Seniors at the local and state level, as required by National Council.

MEETINGS

Meetings of the Council are held in November (coinciding with the AGM) and on other occasions, as required. Meetings are held in Brisbane or via teleconferencing.

ESSENTIAL KEY ATTRIBUTES (PLEASE ENSURE THAT THESE ATTRIBUTES ARE SPECIFICALLY ADDRESSED IN THE EOI)

- Keen demonstrated interest in issues relating to older Australians
- Relevant special interest and involvement - for example: community groups, professional pursuits or social engagement involving older Australians
- Membership of National Seniors and other relevant bodies
- Demonstrated capacity to think and act strategically to guide the organisation into the future
- An awareness of the political process and of the public policy debates involving older Australians
- Ability to deliberate in a team environment
- Demonstrated understanding of the National Seniors organization, including current activities in research and advocacy
- A willingness to support the development and growth of the organization
- Capacity to devote adequate time and effort to the duties and functions of the role as directed by National Council.

EXPERIENCE AND ELIGIBILITY

Demonstrated interest in and understanding of issues relating to older Australians. Applicant must be a member of National Seniors Australia Ltd and be a financial member at the time of appointment

REMUNERATION

This is a voluntary position; however, all pre-approved essential and necessary expenses will be paid by National Seniors, according to company policies.

ORIENTATION AND INDUCTION

Orientation and Briefing by the Chair of the Board and the Chief Executive.

SELECTION PROCESS (EOIs MUST CONFORM TO THE FOLLOWING DOCUMENTATION REQUIREMENTS TO BE CONSIDERED)

As per the [National Seniors Constitution](#), all expressions of interest must be in writing and submitted by email only. Interest in these positions is high with many applications. To expedite the process **ONLY THOSE EOIs WHICH STRICTLY CONFORM TO THE DOCUMENTATION REQUIREMENTS AS SPECIFIED BELOW WILL BE CONSIDERED.**

The EOIs MUST be in the following format and have the attachments as described below:

- The covering email should only include contact information i.e. email, telephone details, State of residence and address, current status of membership of National Seniors Australia and membership number.
- Provide three attachment documents to the email:
 - Document 1: “Key Attributes” which specifically addresses the required key attributes in the EOI and provides examples of the application of those attributes.
 - Document 2L: “Interest in and Understanding of Key Issues affecting Older Australians”. This document should highlight the issues you have a passion for.
 - Document 3: “CV” which includes your contact details.

- References will be required; however, these can be provided at a later date by those applicants who proceed further in the application process.

Only those applications which comply with the above requirements will be considered by the Board Appointments Remuneration Committee (BARC). Applications **WHICH DO NOT CONFORM TO THE REQUIREMENTS WILL NOT BE CONSIDERED**. The BARC will shortlist some candidates for interview. Should you be invited to proceed to interview you will be expected to have a clear understanding of National Seniors Australia's activities.

BAC will then make recommendations for appointment as a National Councilor to the Board for approval.

APPLICATION

Please apply via email to: a.robertson@nationalseniors.com.au

Chair of the Board Appointments Committee; National Council Member.