

Position Description

Non-executive Directors of the Australian Association of Gerontology Board and Trustees of the AAG Research Trust

Purpose and structure

Australian Association of Gerontology (AAG) purpose is to improve the experience of ageing through connecting research, policy and practice.

AAG is a not-for profit, membership led organisation structured as a company limited by guarantee. AAG is the sole trustee for the AAG Research Trust, which is a separate entity structured as a Public Ancillary Fund. Non-executive Directors of the AAG Board are also Trustees of the AAG Research Trust; both are voluntary positions.

Results Statement

To be a fully participating Director of the AAG Board and Trustee of the AAG Research Trust, committed to the vision and culture of the organisation and to implement the decisions and policy directions established by the Board and Trustees.

Role of the Board/ Trustees

- To determine, review and maintain the strategic vision, purpose, and principles of the entities.
- To ensure the entities are properly governed and meeting their financial, contractual and other obligations.
- To approve the annual budget and monitor finances.
- To approve delegations of authority and expenditure over pre-specified limits.
- To appoint the CEO and evaluate performance.
- To set the risk appetite and oversee risks to the organisation.

Key tasks

- To undertake responsibilities as outlined in the Company Constitution and By-Laws, Trust documents, Corporations Act 2001 and other relevant legislation.
- To regularly attend and take part in meetings of the Board/ Trustees which occur at least six times per year plus Board/ Trust Committee meetings and any other extraordinary meetings called by the Chairperson; participating in and contributing to the overall governance responsibilities of the Board and acting in accordance with the policies and procedures adopted by the Board.
- To review and critically assess Board/ Trust agendas, papers and background materials relating to Board/ Trust business, including financials, prior to meetings.

- To acknowledge and respect the views of other Board/Trust members.
- To present and represent the values and policies of the Board/Trust and the organisation to relevant interest groups and to the public at large.
- To take account of the views and opinions of AAG members, Divisions and other internal and external stakeholders.
- To undertake special tasks and responsibilities as agreed by the Board.

Time commitment

- The Board/Trust meets twice per year face to face – this requires travel and attendance for two days in Melbourne in April/ May, and for one full-day in November at a rotating venue attached to the conference. The travel requirement varies depending on your location.
- There are also four to six two hour online/phone Board/ Trust meetings per year and Board Committee meetings and occasional extraordinary meetings.
- The preparation time for meetings is estimated to be twice the length of the meeting and requires reading the papers, contributing to papers, studying the financials and compliance calendar.
- It is expected that most Board members will have additional duties allocated as agreed by the Board, these will also have meeting and contribution time frames which are often equal to the online/phone meeting requirements.
- You may be requested to represent the Board at meetings called by other bodies.
- Members are expected to keep up to date on material issued in relation to the strategic direction of AAG and the ageing and aged care sector.

Board Directors/Trustees are indemnified against liability for any matter or thing done or liability incurred in the performance of functions as members of the Board/ Trust, except in the case of fraud, criminal act, gross negligence or wilful misconduct.

Desirable skills

Board/ Trust members should demonstrate the following attributes:

- Knowledge of, or willingness to learn, obligations and requirements of company directors under company law and principles of good organisational governance. Graduate membership of the Australian Institute of Company Directors (AICD) would be considered favourably.
- Knowledge and understanding of financial statements and balance sheets.
- Knowledge of the ageing and aged care sector and a commitment to understand the views and aspirations of AAG's members.
- An ability to contribute to meetings in a fair, balanced, and considered fashion that is in accordance with both the responsibilities of Company Directors and of the AAG code of conduct.
- An ability to present and convey information in a straightforward fashion.
- An ability to evaluate reports, assess data and to enquire when further

information is needed.

- Excellent communication and relationship skills.
- Demonstrated awareness of the cultural values of AAG's members and the ageing and aged care sector.
- An understanding of planning processes, including strategic plans and annual plans.
- In addition, Board/Trustee members should be able to bring particular skills to assist the Board/Trust in the operation of their responsibilities (examples include, but are not limited to, research, education, practice, service provision, policy, governance, legal, financial or technology).

Diversity

AAG/ AAG Research Trust is an equal opportunity organisation and welcomes people from all ages and backgrounds. We strongly encourage applications from:

- Aboriginal and Torres Strait Islander people
- People from culturally and linguistically diverse backgrounds
- Lesbian, gay, bisexual and transgender and intersex people
- People living with disabilities.

AAG/ AAG Research Trust offers reasonable adjustments for applicants with disabilities on request.

Position Description must be read in conjunction with the Company Constitution and By-Laws, as revised and updated from time to time.

Adopted by the AAG Board: December 2015

Reviewed and approved by the AAG Board/AAG Research Trust: July 2018