

Position summaries:

Office bearing roles –

Australian Association of Gerontology (AAG) and the AAG Research Trust

President/Chairperson

The President/Chairperson is the leader of the AAG Board, requires a good understanding of AAG's purpose, opportunities and challenges.

Key tasks

- Chairing Board and general meetings of the organisation
- Officially representing the organisation to external agencies
- Setting the agenda of Board and general meetings in conjunction with the CEO
- Leading the appointment and appraisal of the CEO
- Establishing a good working relationship with the CEO
- Acting at times as a sounding board for ideas and proposals of the CEO
- Presiding over a symposium address at each National Conference
- Championing the organisation's strategic plan
- Ensuring the good order of the Board including succession planning
- Leading and actively engaging in Board decision-making

Essential skills

- Understanding and experience of corporate governance
- Effective leadership
- Ability to bring people together as a team and ensure all voices are heard and included
- Excellent verbal and interpersonal communication skills, especially listening
- Advanced understanding of the Board's role and available resources (e.g., strategic plan)
- Ability to effectively chair meetings
- High level of assertiveness

The President is required to step in when the Chair of the Trustees is not available to lead/chair on AAG Research Trust issues.

Area	Effective Date	Last Review Date	Version	Responsibility	Next Review Date
Board/Trustee	November 2018	May 2020/ November 2020	Approved	Board/Trustees	November 2021

Vice President of AAG plus Deputy Chair of the AAG Board and the Trustees, AAG Research Trust The Vice President is required to step in when the President is not available to lead on AAG issues. As the Deputy Chair of both the AAG Board and the Trustees, AAG Research Trust the role requires similar skills to the Chairs of these two governance bodies. Both Chairs may delegate activities or tasks as required to the Deputy Chair, bearing in mind workload. The role requires the capacity to nominate for the role of AAG President and Chair of the Board, should an open and transparent recruitment be required.

Chair of Trustees

The Chair of the Trustees for the AAG Research Trust (the Trust) requires a good understanding of the Trust's purpose, opportunities and challenges. They should have experience and expertise in the area of research grants. As with all Trustees, the Chair of the Trustees must be an AAG Board member. The role requires the capacity to nominate for the role of AAG President and Chair of the Board, should an open and transparent recruitment be required.

Key tasks

- Chairing the Trust meetings
- Officially representing the Trust to external agencies
- Setting the agenda of the Trust meetings in conjunction with the CEO
- Establishing a good working relationship with the CEO and the Trust's Grants Committee Chair
- Acting at times as a sounding board for ideas and proposals of the CEO
- Ensuring the good order of the Trust
- Leading and actively engaging in Trust decision-making

Treasurer

The Treasurer is the Board and Trustees' lead in finance, audit and risk management.

Key tasks

- Chairing the Finance, Audit and Risk Management (FARM) committee for both AAG and the AAG Research Trust
- Leading all activities detailed in the FARM Charter, including the review of the Charter
- Officially representing the financial and risk management issues to external agencies, such as members at the AGM
- Setting the agenda of the FARM meetings in conjunction with the CEO
- Establishing a good working relationship with the CEO and the CFO
- Acting at times as a sounding board for ideas and proposals of the CEO
- Ensuring the good order of FARM
- Leading and actively engaging in FARM decision-making

Essential skills

- Expertise and experience in finance, audit and risk management
- Effective leadership
- Excellent verbal and interpersonal communication skills

Position summaries should be read in conjunction with AAG's Constitution and By-Laws (as reviewed and updated from time to time), the AAG Research Trust deed document and other relevant strategic planning documents.

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