

## 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.

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Area	Effective Date	Last Review Date	Version	Responsibility	Next Review Date
Board	November 2018	November 2018	Approved	Board	November 2019

**Vice President**

The Vice President is required to step in when the President is not available to lead on AAG issues. This position requires similar skills to the President. The President may delegate activities or tasks as required to the Vice President.

**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.

**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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