

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 with deductible gift recipient status.

AAG Research Trust's purpose is to develop research capacity in and between the diverse fields of gerontology in Australia, through the collaborative development and translation of the evidence base.

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 (Board) and Trustee of the AAG Research Trust (Trustee), members will be committed to the vision and culture of the organisation, implement the decisions and policy directions established by the Board and Trustees and serve as its ambassadors and advocates.

Role and Responsibilities of the Board and Trustees

- To determine, review, maintain and advocate for 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, oversee risks to the organisation.
- To monitor and strengthen programs and services.
- To build a sustainable and competent Board and Trustees, ensuring legal and ethical integrity.
- To enhance the organisation's public standing.

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 and Trustees which occur at least

six times per year plus Board and Trustee Committee meetings and any other extraordinary meetings called by the Chairperson; participating in and contributing to the overall governance responsibilities of the Board and Trustees acting in accordance with the policies and procedures adopted by the Board and Trustees.

- To review and critically assess Board and Trustees agendas, papers and background materials relating to Board and Trustees' business, including financials, prior to meetings.
- To acknowledge and respect the views of other Board and Trust members.
- To present and represent the values and policies of the Board and Trust and advocate for the strategic focus of the organisation to relevant interest groups and to the public at large.
- To feedback to and take account of the views and opinions of AAG Division Committees and other internal and external stakeholders.
- To leverage strategies that enhance the organisation's standing amongst key stakeholders.
- To undertake special tasks and responsibilities as agreed by the Board and Trustees.

Time commitment

- The Board and the Trustee meet 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 and Trustee meetings per year plus Board and Trustee Committee meetings for appointed individuals (Finance, Audit and Risk Management plus Nominations and Remunerations) 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 and Trustee members will have additional duties allocated as agreed by the Board and Trustees; 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 or Trustees 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 AAG Research Trust plus the ageing and aged care sector.

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

Desirable skills

Board and Trustees 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.



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- Knowledge of the ageing and aged care sector and a commitment to understand the views and aspirations of AAG's members and focus of the AAG Research Trust.
- 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, AAG Research Trust and the ageing and aged care sector.
- An understanding of planning processes, including strategic plans and annual plans.
- In addition, Board and Trustee members should be able to bring specific skills to assist the Board and Trustees 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 and the AAG Research Trust are equal opportunity organisations and welcome people from all ages and backgrounds. We strongly encourage nominations from:

- Older people
- 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 and the 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: December 2015

Reviewed and approved by the AAG Board and AAG Research Trust: May 2020