



Position Description – Company Director / President

Position Purpose

The Company Director/President is a volunteer role, forming one of seven of the Board of Directors. The President is responsible for leading the Australasian Green Infrastructure Network (AGIN), representing AGIN at events and ensuring the smooth functioning of AGIN.

Key duties/Responsibilities

As President, the following additional duties and responsibilities are to:

- Attend and contribute to an annual strategic planning day
- Attend bi-monthly Director's meetings
- Chair management, general and special meetings
- Represent and be a spokesperson for AGIN at events, in media and in correspondence
- Lead AGIN's strategic direction with support from the Deputy President
- Lead the advocacy portfolio for AGIN with support from the Deputy President
- Provide leadership and guidance to the Deputy President, Secretary, Directors and Executive Director-General Manager
- Ensure the board, Governance and Management Teams function properly and follow AGIN's Constitution
- Ensure AGIN is managed effectively and in line with its mission and vision.

Under Chapter 5 of the Commonwealth *Australian Charities and Not-for-profit Commission Act 2012* (ACNC Act) the following duties apply to Company Directors:

- Act with reasonable care and diligence
- Act in the best interest of AGIN and for a proper purpose
- Not to improperly use information or your position
- Manage financial affairs responsibly
- Disclose and manage conflicts of interest
- Not to allow AGIN to operate while insolvent.

Desirable attributes

- Commitment to the ethos and purpose of AGIN
- Commitment to AGIN core values of integrity, collaboration, equity and sustainability
- Passion and ability to act in and on behalf of the interests of AGIN
- Motivation and interest in the association's activities
- Great judgement
- Active participation in discussions and decision-making processes of the committee



- Organisational ability and good timekeeping
- Experience in committee work and procedures, or a strong willingness to learn
- Good communication and interpersonal skills.

Estimated time commitment and Term

The Company Director and President's term will be for a minimum of one year and a maximum of two years. The role of the Company Director as President requires an estimated commitment of 10 hours per week.

To ensure appropriate transfer of company knowledge, the President agrees to take on the voluntary role of Immediate Past President for one year following departure from the board. This position is established in the Governance Team and involves providing strategic advice to the board, governance and management teams.

Eligibility

Company Directors must be at least 18 years of age, be resident in Australia or Aotearoa/New Zealand and consent to being appointed as a Company Director. The person in this role must also consent to being appointed as President.