

## **Position Description – Deputy President and Company Director**

### **Position Purpose**

The role of Deputy President is a volunteer role. The Deputy President is automatically one of the seven Directors that form the board of the Australasian Green Infrastructure Network (AGIN). The Deputy President's role is to support the President and liaise regularly with other Directors and the General Manager to promote and ensure the smooth functioning of AGIN.

As a Company Director, also a voluntary role, she/he assist with managing the business of AGIN and exercise all powers of AGIN under the *AGIN Constitution* and the *Corporations Act 2001* except powers specifically exercised at the Annual General Meeting.

### **Key duties/Responsibilities**

The Deputy President has the following duties and responsibilities:

- Attend and contribute to an annual strategic planning day
- Attend bi-monthly board meetings
- Discharge powers and duties following AGIN's Constitution
- Communicate regularly with the AGIN President, other Directors and the Governance Team to ensure the smooth functioning of AGIN
- Be actively involved in overseeing and contributing to key deliverables of the AGIN Strategic Plan
- Represent AGIN at events and in other capacities when requested to do so by the AGIN President

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 the interests of AGIN
- Integrity, honesty, humility
- Motivation and interest in the company'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 as Deputy President's term will be for a minimum of one year and a maximum of two years. The role of the Company Director as Deputy President requires an estimated commitment of 5 hours per week.

#### **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 Deputy President.