

Position Description – Executive Director/General Manager

Position Purpose

The Executive Director/General Manager role is a voluntary role, forming one of seven of the Board of Directors. The Executive Director/General Manager is responsible for leading the management team of the Australasian Green Infrastructure Network (AGIN), as authorised by the board. As Executive Director/General Manager, she/he will support AGIN by providing leadership and guidance to the staff and management team of AGIN. The Executive Director/General Manager chairs management team meetings whilst also overseeing the delivery of AGIN's Strategic Plan and Sustainable Finance Plan.

The Executive Director/General Manager is also a Company Director, which is a voluntary role. Company Directors manage 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

As Executive Director/General Manager, the following additional duties and responsibilities are to:

- Chair management, general and special meetings
- Attend and contribute to an annual strategic planning day
- Attend bi-monthly Management Team meetings
- Communicate regularly with the AGIN President, Deputy President, other Directors, the Secretary and members of the Governance Team to ensure the smooth functioning of AGIN
- Supervise the Management Team
- Discharge powers and duties in accordance with AGIN's Constitution
- Represent and being a spokesperson for AGIN at events, in media and correspondence
- Lead AGIN's strategic direction with support from the Deputy President
- Provide leadership and guidance to the Secretary and members of the Management Team
- Ensure AGIN is managed effectively and in line with the association's mission, and vision

In accordance with 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 and promotion of green infrastructure, separately from own business interests, if applicable
- Great judgement
- Active participation in discussions and decision-making processes of the committee
- Organisational ability and financial acumen
- Experience in committee work and procedures, or a strong willingness to learn
- Good communication and interpersonal skills.

Estimated time commitment and Term

The General Manager's term will be for a minimum of one year and a maximum of two years. The role of Executive Director-General Manager requires an estimated commitment of 7 hours per week.

Eligibility

The Executive Director-General Manager must be a current, paid member of AGIN, at least 18 years of age, a resident of Australia or Aotearoa/New Zealand, of good financial standing and consent to being appointed to this role.