

**Position Title:**

Board Director of the Australian Aphasia Association Ltd (Voluntary Position)

Term of office: Starting from election at the next AGM in September 2020 for a 3 year term.

Position Locations:

Can reside in any part of Australia. Meetings are via teleconference once a month on the last Thursday of the month in the evenings at 5.15pm (AEST)

Reports to:

AAA Chair for performance as a Board Director, and accountable to the AAA members for governance decisions.

Role:

The Board of Directors is charged with the responsibility of maintaining appropriate corporate governance in a manner that will realise the purpose, obligations, and potential of the organisation.

It is the responsibility of the Board of Directors to ensure the Association complies with the AAA Constitution and any binding legal frameworks. The Constitution holds Board Directors accountable to members to ensure professional stewardship of the Association. (See attached copy of the AAA Constitution).

Selection Criteria:

Applications are encouraged from persons with the following relevant experience and/or qualifications in at least 2 of the following fields:

Essential Criteria

- Lived experience of aphasia
- Family or friend of person with aphasia
- Health professional with experience of providing services for people with aphasia
- Member of the Australian Aphasia Association Ltd

Desirable Criteria

- Marketing and or Fundraising



- Financial management
- Digital and social media
- Governance
- Research / grant writing and evaluation
- Policy process and procedure
- HR / Training and volunteer management.
- Not for Profit Sector and/or Disability Sector Experience

Previous experience as a Board Director and/or Education, or training and experience in corporate governance will be highly valued.

Competencies – role related:

- Knowledge of director's responsibilities – includes an understanding of the role as well as the legal, ethical, fiduciary and financial responsibilities;
- Knowledge of corporate governance – the ability to facilitate the governance processes and ensure compliance with applicable laws;
- Strategic expertise – the ability to review the strategy through constructive questioning and suggestion and contribute to the effective decision making of the board;
- Accounting and finance – the ability to read and comprehend the Association's accounts, financial material presented to the board, financial reporting requirements and some understanding of Risk Management.
- Representation – provide a leadership role to the Aphasia Community and represent the Board of Directors at Association and other events as agreed by the Board.

Competencies – personal:

Fulfilling a director's duties and responsibilities requires:

- Integrity – acting ethically, appropriate independence, putting the organisation's interests before personal interests;
- Collaborative yet curious and courageous – functioning as an effective team member, possessing the curiosity to ask critical questions, having the courage to engage in robust discussions with management and fellow board members where necessary and have conflict resolution skills;



- Emotional intelligence –self-awareness and self-management, empathy manifested through strong interpersonal skills, active listening skills, communicate in a clear and candid manner;
- Commercial judgement and instinct –good business instinct and acumen;
- An active contributor and ambassador - with genuine interest in the association and its business.

Expectations:

- Time Commitment – a director must attend the majority of board meetings. There are, on average, eleven (11) teleconference meetings per year, each of 1 to 1.5 hours duration. To ensure appropriate and informed discussion and decision making at the Board meetings, Board Directors are expected to have read and sought clarification on any item before the Board meeting.
- Board Directors are expected to attend to any emails of the Board in a timely manner;
- Strategic / Corporate Planning – preparation and participation in Strategic / Corporate Planning as required;
- Sub-committees of the Board – Chair or participate in sub-committees of the Board as required;
- Term of Office – from election at the next AGM which will be held in September 2020, for a three (3) year term;
- Remuneration – As the role of the Board Director is a voluntary position, the association does not offer remuneration.

For more information please contact Linda Worrall, Chair Australian Aphasia Association Ltd via email: national.chair@aphasia.org.au

Send applications including a covering letter and CV to national.chair@aphasia.org.au by 31st July 2020