

ABA Director Position Description



ABN 64 005 081 523
RTO 21659

Salary

Honorary position

Commitment

- Attend in person at least 4 board meetings annually (currently being held in Melbourne). Quarterly board meetings are one full day, with an additional training or sessional day at least twice per year.
- Board teleconference meetings are held as required between formal meetings – usually 2-4 per year.
- Additional work required between meetings, including communication by email, participation in monthly Board sub-committee meetings (usually 4-12 per year) by teleconference and attendance at other meetings when representing the Board within the wider ABA.

Location

Flexible

Term

- Elected Positions: 3-year term. May be re-elected for further terms in accordance with the ABA Constitution.
- Appointed Positions: 2-year term. May be re-appointed for further terms in accordance with the ABA Constitution.

Accountable to

- Members of the Association
- Board Chairperson
- ABA Board of Directors
- Australian Securities and Investment Commission (ASIC)
- Australian Charities and Not-for-profit Commission (ACNC)

Supervises

- The Chief Executive Officer and Company Secretary

• Organisational profile

The Australian Breastfeeding Association (ABA) is a national organisation committed to the promotion and protection of breastfeeding. Since its inception in 1964, 350,000 people have been members of ABA, including women who are breastfeeding or breastfed, as well as health professionals such as doctors, lactations consultants and midwives. ABA is one of the largest not-for-profit, self-help volunteer groups in Australia with more than 1140 trained volunteers, around 180 local groups and more than 7000 members. Around 80,000 calls are made to our 24-hour National Breastfeeding Helpline per year and our website receives over 2 million unique visitors per year. In addition to our National

Office and state branches, ABA also has an online shop, a workplace program, a Lactation and Research Division and is a Registered Training Organisation.

- ABA's Vision:
Breastfeeding is recognised as important by all Australians and is culturally normal.
- ABA's Mission:
As Australia's leading authority on breastfeeding, we support, educate and advocate for a breastfeeding inclusive society.

Position objective

To lead and govern the Association in accordance with the Association's Constitution and comply with the regulatory requirements that govern the ABA as a not-for-profit company limited by guarantee, as per the statutory framework of the Australian Securities and Investment Commission (ASIC) and Australian Charities and Not-for-profits Commission (ACNC).

Requirements of the position

Mandatory requirements

Directors of the Australian Breastfeeding Association must:

- be a current ABA voting member
- complete an ABA 'fit and proper person' statutory declaration
- have appropriate skills and experience to fulfil the requirements of the role
- not be disqualified from acting as a director
- commit appropriate time to fulfil the requirements of the role.

Skills and experience

- Previous experience in a leadership and demonstrated ability to work as a member of a leadership team.
- Experience as a Non-Executive Director on a Board or in a governance role is highly regarded.
- Experience in a volunteer capacity in ABA highly regarded.
- Demonstrated ability to make sound commercial decisions.
- Skills that contribute to the work of the Board such as, **but not limited to**, HR, Legal, Finance, Compliance, Strategy, Fundraising, Leadership, Advocacy, Health Promotions, IT, and Marketing.
- Strong interpersonal skills and the ability to think analytically, critically, creatively and laterally.
- Ability to be proactive and strategic, with a national focus.
- Be aware and abstain from any conflict of interest and be impartial in working for the ABA's best interests.
- Excellent written and verbal communication skills.
- Ability to prioritise, meet deadlines and be well organised.
- Ability to act in a representational capacity at ABA events.

Knowledge

- Knowledge of the legal requirements of a Non-Executive Director of a not-for-profit company limited by guarantee and registered charity with the ACNC.
- Understanding of and adherence to the vision, mission and objectives of the Australian Breastfeeding Association.

Key responsibilities

As A Director

- Uphold the duties of a director according to all legal requirements
- Fulfil the duties of a director according to the Australian Breastfeeding Association Constitution, Board Charter, Board Code of Conduct and Code of Ethics
- Provide good governance and leadership, including development and review of the strategic plan and annual budget
- Attend all board and sub-committee meetings, unless there are exceptional circumstances
- Prepare thoroughly for all board and sub-committee meetings, including staying informed about board matters and external issues that affect the work of the Association
- Actively participate in all meetings and decision making
- Abide by and publicly support board decisions
- Maintain confidentiality of board matters, unless otherwise agreed by the Board or required by law
- Provide any reports within agreed timeframes
- Advise of any real or potential conflicts of interest
- Promote and represent the organisation in the wider community and do not do anything that would bring the Association into disrepute
- Take responsibility for reaching organisational and personal key performance indicators, develop and share best practice ideas
- Offer assistance and support to other directors as needed
- Foster a positive working relationship with other directors, volunteers and staff.

Communication

- With other directors primarily via email list and phone between meetings
- With Chief Executive Officer, Finance Manager and other staff as agreed
- With volunteers and members.

Delegated authority

As per the Australian Breastfeeding Association Constitution, delegations manual, policies and procedures.

Key performance indicators

- Understand and comply with legal duties of directors
- Act to protect and promote the public image of ABA
- Attend and fully participate in board meetings and sub-committee meetings
- Actively participate in decision making including voting
- Develop, implement and monitor appropriate strategies that will allow the association to work towards and achieve its Vision, Mission and Strategic Plan
- Respond to requests for comment on significant issues within agreed timeframes
- Provide reports within agreed timeframes
- Maintain and develop knowledge and skills relevant to the duties of a director
- Perform board roles as described in the relevant position description.

Revision history

Revision	Date	Description of modifications
1	16 Aug 2008	Position Description approved by board
1.1	11 May 2011	?
2	26 April 2013	Formatting change, additional information on commitment to key responsibilities and KPIs. Approved by the board via email vote for meeting 157
2.1	16 July 2015	Minor revisions: Change to duration of Board meeting from 2 full days to one full day Addition of accountability to Board Chairperson and ABA Board of Directors Change Executive Officer to Chief Executive Officer Change to Communication
3	22 June 2018	Major revision: Update in commitment, objective, responsibilities and skills/experience Approved Board Meeting 190