



# AGILITY DOG ASSOCIATION OF AUSTRALIA LTD

ABN 83 070 415 040

## JOB DESCRIPTION

**JOB TITLE:** Director  
**WHO JOB REPORTS TO:** Board of Directors

### Function

Provide governance to ADAA, represent it to the community, and accept the ultimate legal authority for it

### Qualifications/Skills

#### *Essential*

Knowledge and skills in one or more areas of Board governance: policy, finance, programmes, personnel and/or judges

The ability to communicate well with peers, suppliers, sponsors, members and working team members

Ability to work to deadlines

Able to work effectively in a team environment

Ability to deliver performance from effective delegation

#### *Desirable*

Nil

### Term

Directors are elected by the membership at the Annual General Meeting. Directors serve for a three year term. Directors may be re-elected for additional terms.

### Requirements

Commitment to the work of the Association

Knowledge and skills in one or more areas of Board governance: policy, finance, programmes, personnel and/or judges

Willingness to serve on at least one committee and actively participate

Attendance at scheduled Board meetings (approx bi-monthly)

A time commitment of at least fifteen hours per month (includes Board preparation, meeting and committee meeting time)

Attendance at Annual General Meeting (AGM)

Be informed of the services provided by ADAA and publicly support them

Prepare for and participate in the discussions and the deliberations of the Board

Be aware and abstain from any conflict of interest

Act honestly and industriously

Provide adequate information to authorised people or members when requested and not mislead them in any way

Act with care and diligence

Maintain confidentiality

Never knowingly placing the Board or ADAA in a potentially litigious position

Ensure all decisions made are to the advantage of ADAA not individuals or any particular interest groups

Ensure you act according to the constitution/rules, policies and regulations of ADAA

Provide candid and constructive criticism, advice, and comments

Duty to act in good faith

Duty not to misuse information or the position of Director  
Duty not to abuse a Corporate opportunity  
Duty to avoid fraud and other wrongs  
Abide by relevant government laws and regulations  
Foster a positive working relationship with other Board members, and ADAA personnel  
Nil Capital Spending Limit  
Nil Expense Spending Limit

**Duties**

Govern ADAA by the broad policies developed by the Board  
Establish overall long and short term goals, objectives and priorities for ADAA in meeting the needs of the members  
Recommend policy to the Board  
Promote ADAA membership through community networking, etc  
Be accountable to fund providers for the services provided and funds expended  
Monitor and evaluate the effectiveness of ADAA through a regular review of programmes and services  
Be accountable and seek nominations for election to the Board when appropriate  
Prepare for and participate in the discussions and the deliberations of the Board  
Review and approve budget  
Approve major actions of ADAA, such as capital expenditure and major programme and service changes  
Annually review the performance of the Board and take steps to improve its performance  
Ensure that management succession is properly being provided.  
Appoint independent auditors subject to approval by members.  
Review compliance with relevant material laws affecting ADAA

**Physical Requirements/Work Environment**

Work is primarily sedentary in nature, no special demands are required.

**Expected Outcomes**

Appropriate policies formulated  
Association operates within budget  
Key business results  
Unqualified financial audit  
Received no justified complaints from volunteers/members  
Effectively deliver all targets/projects to meet long and short-term plans  
Attend and contribute to all Board meetings  
Read and respond, as required, to all Board papers and complete action items  
Board papers submitted in a timely manner  
Membership growth meets projected increase

**Acknowledgement for Receipt of Job Description**

I have received a copy of the Job Description and have read and understand its contents.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>Date</b>	<b>Action (Created/Reviewed)</b>	<b>Created/Reviewed by</b>	<b>Next review due</b>
10 September 2005	Created	Board of Directors	11 December 2005
1 November 2005	Reviewed	Secretary	11 December 2005
11 December 2005	Reviewed	Board of Directors	26 February 2006
26 February 2006	Approved	Board of Directors	