

POSITION DESCRIPTION – BOARD APPOINTED DIRECTOR

Role Summary

As provided for in the AITPM Board Charter:

The Directors jointly as the Board provide leadership, set strategic and policy direction, and oversee the business and affairs of the Institute for the purpose for which the Institute is established. The Board is accountable to the Members of the Institute for the overall performance of the Institute.

The Board does not directly manage the day-to-day operations of the Institute; rather, the Board delegates authority to manage these to the Chief Executive Officer.

The AITPM and the transport community are best served by persons with a passion for the Institute who are willing to work collaboratively with others to further the common interests of all stakeholders and the transport community.

Board Responsibilities

The Board is responsible for those matters that are outlined in the Board Charter. As a Board Appointed Director of the Institute, you will actively participate as a Director of the Board to:

- Ensure that appropriate strategic and financial strategies are in place for the Institute;
- Monitor the performance of management in meeting agreed goals and objectives and ensure that the necessary financial and human resources are in place to enable the Institute to meet those goals and objectives;
- Satisfy yourself as to the adequacy and integrity of financial and other reporting to the Board and Members, and that there are adequate systems of internal control;
- Provide oversight and satisfy yourself that systems for identification and management of risks are robust and appropriate; and
- Participate in continuous professional development as a Director to ensure governance expertise and to improve industry specific knowledge.

Experience, Skills and Capabilities

Governance and Leadership

- Previous Board Director experience, transport community and/or nonprofit sector roles will be advantageous.
- Knowledge and experience in best practice governance structures, policies and processes.
- The ability to identify and oversee mitigation strategies and compliance issues in the organisation.

Financial Literacy

- The ability to analyse financial statements and reporting, critically assess the financial performance, contribute to budget planning and efficient use of capital and resources.



Risk and Compliance

- o Experience in the identification, monitoring and management of material financial and non financial risks.
- o Experience to identify strategic opportunities and possible revenue opportunities arising from managing risks.
- o The ability to identify and oversee mitigation strategies and strategic opportunities for emerging risks.
- o An understanding of determining and implementing risk appetite on emerging risks and opportunities.

The Board have assessed the skills and competencies required to ensure that a diverse mix of expertise are captured to govern the Institute. You can review the Board skills and competencies relevant to the role in the Board Composition and Eligibility Policy.

Director expectations and time commitment

The Board Appointed Director role comes with significant commitments and important responsibilities to the Institute and its Members. Directors must comply strictly with legal, statutory, and fiduciary duties as an officer of the Institute in accordance with the Constitution and the Corporations Act 2001 (Cth).

In addition, it is expected that Directors will prepare and attend all Board and where appointed, Board Committee meetings. Dependant on your expertise and interests, you will be allocated to one or two Board Committees. The current Director meeting cadence consists of:

Board Meetings: approximately 2 x 8 hour in person meetings and 6 x 2 hour virtual meetings per year.

Board Committee Meetings: approximately 6 x 1- or 2-hour virtual meetings each per year.

Annual Conference Attendance: Over 3 day period.

The number and length of meetings may vary from the above. Preparation time required for each meeting is typically 1-2 times the length of the meeting, except the full day meetings that will require 2 to 4 hours.

Membership of AITPM

Successful candidates are required to become an individual Member of AITPM, if they are not already. Member refers to any class of membership in accordance with the AITPM Constitution including Full Members, Associates and Non-voting members.

The Board Appointed Director position is entirely voluntary, and applicants should consider obtaining their employers approval (if appropriate) before nominating, as meetings will be held during business hours and some travel will be expected.