

Application Guidelines

2024 Call for Non-Executive Director Applications

AIFST Board composition

The AIFST Board is a skills-based board currently comprising 7 non-executive directors. Appointments are for a period of three years, with retiring directors able to nominate for re-election and serve a maximum of two terms. Accordingly, there is a need to recruit three (3) directors in 2024.

A director is not required to be an AIFST member to qualify for appointment, but a majority of directors must be full voting members (Professional or Fellow) of the company at all times. For the 2024 Board election, at least one of the directors elected at the 2024 AGM is required to be a full voting member of AIFST.

AIFST's commitment to diversity

AIFST considers the ASX Corporate Governance Principles and Recommendations and is committed to providing an environment that respects and promotes diversity. AIFST recognises that a Board that represents a diverse range of backgrounds, age, ethnicity, and gender will enable AIFST to provide optimal service to its stakeholders.

AIFST Board skills review process

The AIFST Board is committed to ensuring that its directors have the required skills and provide the required diversity to effectively lead the Institute and to develop and deliver its strategy. Directors need to be capable of supporting and guiding the AIFST CEO in the implementation of the strategy.

Each year, the Board's Nomination and Remuneration Committee meets to plan for the appointment of directors, according to the rotational system laid down in the [Constitution](#). The Committee first develops a skills matrix, on which the required skills are matched against those that are already represented on the Board. Existing skill gaps, or those that will occur by the loss of retiring directors, are highlighted on the matrix. These gaps are used as a guide to identify the skills required of new directors. Candidates for the directorships must consider whether they have some of the nominated skills when deciding whether to apply for vacant positions on the Board.

The skills required of the Board include general governance and business management skills, supplemented with skills that are specific to the Institute's needs and operating environment and align with its immediate and long-term strategic priorities.

The candidate selection process

The Nomination and Remuneration Committee meets early each year to determine the skills to be sought in candidates, to both fill 'skill gaps' and provide a balanced Board, and to agree a selection process (as outlined above under 'AIFST Board skills review process').

A call for applications is conducted via advertisements for Directors to AIFST members and through the Australian Institute of Company Directors (AICD).





Following the conclusion of the call for nominations, the Independent Selection Committee will meet in early March to agree on a shortlist of candidates for interviews. Shortlist interviews will be held via videoconference in the week commencing 8 April 2024. You should expect to hear about the progress of your application no earlier than mid-April 2024.

Interviews will be approximately 45 minutes in duration and will be a panel interview with the full Independent Selection Committee. During the interview, candidates will be expected to present their credentials for inclusion on the Board - how they meet the criteria and how they can contribute to the Board, their ideas on AIFST's contribution to the food industry, their thoughts on industry issues for example. The Committee will ask a series of questions and there will also be an opportunity for the candidate to ask questions.

The skills and experience sought year to year in Director candidates are guided by the skills and experience of the retiring Directors and the skills balance requirements of the Board, as driven by the Institute's strategic priorities.

The following outlines the core competencies desired of potential candidates:

- Sound governance knowledge base
- Strategic thinker
- Flexibility and adaptability to environmental changes
- Collegiate working style
- Collaborative in nature with a focus on teamwork
- An ability to understand key financial indicators
- Experience on a prior Board would be helpful
- Knowledge of the food, beverage, agriculture, technology, or manufacturing industries preferable, and
- Understanding of, or experience with, membership organisations preferable.

For 2024 applications are sought from prospective candidates who have the skills and experience in one or more of the following areas:

- Board chair or NED committee chair experience preferred
- AICD or similar qualifications mandatory
- Specific areas of expertise:
 - digital marketing, OR
 - government relations, OR
 - membership/association subscription





The AIFST Independent Selection Committee (ISC)

Directors are elected by the Company's members at the Annual General Meeting each year. Candidates put forward for election by the members are selected by an Independent Selection Committee comprised of the Board Chair, Nomination and Remuneration Committee Members, independent industry representative who is an AIFST Fellow and a corporate governance expert.

The number of candidates proposed by the Independent Selection Committee for election by members at the 2024 AGM must be equal to the number of vacancies to be filled; in 2024 this will be three candidates.

Time commitment required of AIFST Board Directors

An indicative annual time commitment would be approximately 10 days per annum, usually comprising of up to 9 board/strategy meetings conducted via videoconference.

In addition to the general Board meetings, a director may be involved in the following committees, which will usually meet 3-4 times per year via videoconference:

- Finance, Audit & Risk Board Committee
- Nomination & Remuneration Board Committee, and
- Scientific & Technical Advisory Committee (Sponsor).

Additionally, there is an expectation that where possible directors will actively engage in local AIFST committees and will attend AIFST member events and functions to build engagement with members and stakeholders.

Format of applications

We encourage all applicants to ensure they have assessed their candidacy against the required skills and experience sought in that particular year.

Applications must include:

- A short cover letter
- Specific commentary outlining the skills and experience the candidate brings to the Board separately in relation to each of the skill sets being sought and the nine core competencies referred to above, and
- A full resume detailing work history, relevant experience, and qualifications. Please remember to include your full contact details.

Applications should be received no later than **5.00pm (AEDT) on Monday, 26 February 2024** and submitted electronically to Fiona Fleming, Company Secretary via this [LINK](#).

On receipt of your application, you will receive an email acknowledgement within one business day.

For further information please contact Fiona Fleming via fiona.fleming@aifst.com.au.

