



## NON-EXECUTIVE DIRECTORS – 2021 Call for Applications

**Organisation Location:** North Ryde, NSW

**Number of vacancies:** Two (2) Non-Executive Directors

**Areas of expertise:** Digital/social media; PR; Sponsorship AND Governance and/or legal skills

**Role Type:** Not for profit (NFP)

**Remuneration:** Reasonable expenses will be paid

### SUMMARY

- Seeking 2 Non-Executive Directors for national food industry membership not for profit organisation - at least one of the 2 Directors selected will be a current member of AIFST (Professional or Fellow)
- Sound governance knowledge base, AICD or similar qualifications preferred
- Seeking applications with expertise in Digital/social media; PR; Sponsorship AND Governance and/or legal skills

### ABOUT AIFST

The Australian Institute of Food Science and Technology Limited (AIFST) is the independent voice and network for Australia's food industry professionals to underpin and support their contribution to the Australian and global food industry. Following prior international linkages, the Institute was formally established in 1967. AIFST has a small Sydney based CEO-led team.

The organisation has a Strategic Plan for 2021 – 2023 focused on the strategic priorities of grow, learn, connect and champion:

- Grow – personal development, growing the next generation of food scientists and technologists and growing the Institute.
- Learn – about the industry, about advances in science and technology, about other sectors, about things you don't know or need to know.
- Connect – connecting members with members, members with industry, industry with industry, to meet likeminded people.
- Champion – a voice for food science and food scientists within industry, academia, grow respect for the industry and the profession.

For further information regarding AIFST, please visit the [AIFST website](#).

### ABOUT THE BOARD

The business of AIFST is overseen by a Board. In accordance with the Corporations Act 2001 (the Act), the Board is ratified by the members at the Annual General Meeting.

The [Board Charter](#) sets out the Board's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

The Board, as the governing body of the AIFST, is responsible for governance arrangements. The Board's decisions and actions are made through:

- setting clear strategic directions for the organisation
- ensuring effective and efficient performance by the organisation





- ensuring effective governance processes and practices are in place
- ensuring the AIFST meets the requirements of the law
- facilitating effective consultations between the AIFST, members and key stakeholders, and
- selecting and appointing the Chief Executive Officer.

Board Members will:

- be independent
- pursue the objectives of the organisation
- pursue agreed strategic priorities of the organisation
- act with due diligence, care and good faith
- be committed to act in the best interests of the organisation as a whole
- be heard at all Board meetings
- exercise independent judgment in decision making
- understand and work within the legal framework of AIFST. Board members may receive periodic presentations to assist in achieving such understanding
- work to promote member confidence in AIFST
- develop, strengthen, maintain and expand professional networks with respect to AIFST
- deal with other Board members, staff, members and stakeholders with courtesy and respect
- maintain confidentiality
- identify and declare any conflicts of interest, perceived or pecuniary
- prepare for meetings, attend meetings and participate actively in discussions, raise concerns and hold AIFST staff and management accountable, and
- determine the level of allowances for the Managing Director, in accordance with an agreed procedure.

In addition, 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.

### **DIRECTOR APPLICATIONS**

AIFST is seeking applications to fill two Board vacancies at its 2021 AGM to be held in Sydney on 26 May 2021.

Applications are sought from individuals with a genuine interest in AIFST's business who will contribute to the implementation of the 2021 – 2023 strategic plan and vision and development of the Institute's offerings to its members' and the global food industry.

The Board has identified the following skills as being required to strengthen the organisation and complement the existing board skills:

- Director vacancy #1 – Governance and/or legal skills
- Director vacancy #2 – Digital/social media; PR; Sponsorship

We are looking for someone experienced in membership communities and the ability to unlock value with internal and external stakeholders and a track record of shaping successful strategic initiatives that build brand awareness and brand identity that will attract sponsors to support leading organisations.





## CORE COMPETENCIES

The following outlines the core competencies desired of potential candidates:

- Sound governance knowledge base, AICD qualifications or similar preferred
- Strategic thinker
- Flexibility and adaptability to environmental changes (e.g. COVID-19)
- 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.
- Understanding of, or experience with, membership organisations preferable.

The term of appointment will be 3 years, subject to the rotations that are required by the constitution. The position is an expensed position.

An *indicative* annual time commitment would be approximately 10 days per annum, usually comprising of 5 board/strategy meetings conducted via videoconference.

In addition to the general Board meetings, a Director may sit on the following committees, which will usually meet 3-4 times per year via teleconference:

- Finance, Audit & Risk Committee
- Nomination & Remuneration Committee
- Scientific & Technical Advisory Committee, and
- Membership Engagement & Development Committee

Application Guidelines are available on the [AIFST website](#).

Please forward your application to AIFST CEO Fiona Fleming ([fiona.fleming@aifst.com.au](mailto:fiona.fleming@aifst.com.au)).

For further information please contact Fiona Fleming on 0417 461 911.

**Applications close at 5.00pm (AEDT) on 12 February 2021.**

