



Position Description

ATA Board Director (Volunteer position)

The Alternative Technology Association (ATA) is the leading national organisation in Australia that enables, represents and inspires people to live sustainably in their homes and communities.

It is unique in Australia for its independence, expertise, services and structure. It is a national not-for-profit, member-based registered charity focused on sustainable living.

Established in 1980, the ATA provides expert, independent advice on sustainable solutions for the home to households, industry and governments.

The ATA engages with well over 250,000 people each year all around Australia - and beyond. We work with over 6400 members in a network of 15 active branches including two located in New South Wales. Readers of our two market-leading sustainability magazines *ReNew* and *Sanctuary*; users of our online tools Tanklator and Sunulator; people contacting our advice service and thousands of participants in our events Speed Date a Sustainability Expert and Sustainable House Day, volunteers and project partners are all part of our community of climate change action.

With our technical expertise in combination with our members' experience of new and emerging sustainable technologies, the ATA advocates for long-term regulatory and policy changes.

The ATA addresses the issue of energy poverty by conducting on the ground projects in East Timor and Australia with a strong focus on partnerships and capacity building. ATA is undergoing change and growth with its products and services, membership, partnerships, fundraising, reach, impact, and reputation. This is a critical time for ATA and for improved sustainability for all Australians.

Primary Purpose

As a member of the Board of the ATA, a director will:

- promote the ATA's purpose – that is to enable, represent and inspire people to live sustainably in their homes and communities;
- provide governance and oversight of the ATA's operations to the ATA membership;
- act and perform the role of a director in accordance with all legal and financial accountabilities; and
- represent the activities of the ATA to the membership and wider community.

Directors are expected to attend and actively participate at Board meetings and the AGM, and are to serve on at least one Board sub-committee. As directors for a small organisation, Board members also play an active role in the coordination of Board business, and contribute networks, knowledge and perspectives to the organisation. Board members are expected to provide independent advice and perspectives based upon informed knowledge and insights into areas relevant to ATA. This may include attending ATA events, meeting and engaging members, donors, partners and branches.

The approximate time commitment is 5-10 hours per month.

Qualifications/Skills

The Board seeks individuals with a keen interest in sustainable technologies and social change and specifically with professional skills and knowledge in the following areas:

- fundraising/donations;
- marketing memberships/behaviour change;
- financial/accounting
- human resources management.

These particular skills are required to support achievement of the ATA's strategy and as part of succession planning.

In addition general skills are required in:

- Business service and product development and growth
- Partnerships with industry and government
- Membership, events, and client services.

Previous Board and/or executive management experience with training in governance related processes (e.g. Australian Institute of Company Director training) is desirable.

The ATA board operates in a collaborative, collegiate manner, and welcomes new members who are team players, open and respectful of one another, management, members and partners.

Key Responsibilities

As a member of the Board, Directors are expected to:

- govern the ATA in accordance with all applicable legislation, the Constitution of Association and Board policies;
- establish overall long and short term goals, objectives and priorities for the ATA in meeting the needs of its stakeholders;
- identify areas where policies need to be addressed and assist with their development and approval by the Board;
- promote membership of the ATA through community networking;
- monitor and evaluate the effectiveness of the ATA's operations through a regularly review of programs and services;
- assist in reviews of Board performance and assist in addressing any improvements identified;
- assist in identifying suitable candidates for election to the Board when appropriate;
- monitor and seek assurance as to the efficiency and effectiveness of ATA operations and business processes;
- assist in the development of Board and management succession plans; and

be an active member of the Board and regularly attend meetings.

In addition to the fiduciary duties and obligations of directors in the not-for-profit sector, a Director must ensure they:

- exercise financial management oversight and due diligence of the ATA's business;
- monitor compliance with relevant material laws affecting the ATA, notably the Associations Incorporation Act (Vic) 1981;
- declare any conflicts of interest between ATA activities and those likely to bring personal gain whether actual, potential or perceived; and
- respect the confidentiality of ATA information and property provided to the director and not use such information or property for inappropriate purposes, in competition with the ATA or for personal gain.

Time commitment

ATA directors commit to approximately 5-10 hours per month, comprising:

- 8 x 2hr board meetings (with 2 or 3 meetings involving dinner after the meeting)
- 1 AGM event
- 1 x 7 or 2 x 4 hr planning sessions
- 4 or 8 x 1 hr Committee Meetings (depending upon committees)

With preparation time for meetings and/or contribution to ATA similar or equal to time invested in meetings.

Each director is expected to contribute to at least one of the following committees:

- Finance (monthly)
- Governance and Risk (quarterly or as required)
- Strategy, Fundraising and Business Development (quarterly or as required)
- Board Nomination Committee (three meetings plus interviews if there are vacancies).

Board meetings are at six week intervals on Tuesday evenings 6-8pm at the ATA offices in Melbourne. Interstate directors attend via skype, phone or video-link.

Appointment

Board Directors must be members of ATA and are elected by members of the ATA at the AGM. The Board can appoint directors to vacancies occurring between AGMs with all appointments made by the Board to be confirmed by election by the members at the next AGM. Board Directors are appointed for a two-year term and can serve a maximum of three consecutive terms.

Updated July 2017