



United
Nations
Association
of Australia

SUSTAINABLE
DEVELOPMENT GOALS



National Independent Director

What is it?

The pro-bono (unpaid) National Board of the United Nations Association of Australia (UNAA) includes three Independent Directors. The National Board is the peak decision-making body of the nationwide UNAA group. The mission of the UNAA is to inform, inspire and engage all Australians regarding the work, goals and values of the UN to create a safer, fairer and more sustainable world. (Learn more about the UNAA at www.unaa.org.au.)

The Independent Directors provide specialized skills and experience to better enable the National Board to fulfil its role most effectively.

Applications are particularly sought from personnel experienced in fundraising (government and non-government) and governance. Director qualifications are preferred and the selected person must be committed to promoting the values, work and goals of the United Nations.

Independent Directors sit for two year terms, and can stand to be elected for up to two more years, for a total maximum term of four years. The National Board meets four times per year. The chosen candidate will have the opportunity to work in an exciting role as a National Board member, while growing their skills and gaining extensive experience with one of Australia's leading international affairs NGO's. Independent Directors are co-opted in cases of vacancies arising otherwise are elected at the AGM.

Who can apply?

This role is open to all senior professionals with at least 10+ years work experience in senior leadership roles. Applicants should ideally have a master's degree or higher. This role would particularly suit a candidate who is a senior lawyer, senior fundraiser or ex-senior government official/politician (Australian Government or UN system) and who has had previous experience working in a volunteer-based federated NGO.

United Nations Association of Australia

National Patron: His Excellency General the Honourable Sir Peter Cosgrove AK MC (Ret'd)

National President: Major General Michael G Smith AO (Ret'd)

Office 206, Griffin Centre, 20 Genge St, Canberra City, ACT 2601

P: 02 6247 4499 | E: admin@unaa.org.au | www.unaa.org.au

What is involved?

The role will require 1-4 hours per week working remotely, or if preferred from the UNAA's national office in Canberra. UNAA Independent Directors should be available 'on call' to provide their advice or skills on a reasonably flexible basis in addition to being able to fulfill quarterly board meeting obligations. The National Board meets face-to-face every three months on a rotating basis around Australian capital cities. The National Board elects one of the three independent directors to become Co-Vice President on an annual rotating basis. The UNAA is currently largely decentralised with employees and volunteers based all over Australia. The UNAA is presently undertaking an exciting modernization and reform program. Applicants should possess strong leadership experience in their applicable field, be energetic, innovative, have high levels of integrity, able to maintain discretion on sensitive issues and a willingness to work on all manner of board and governance related matters.

When is it?

This role will be formally co-opted onto the board at the UNAA National Board meeting on 19th November 2017 in Sydney. Nominations are now open. UNAA National Board members have term limits as set by the National Constitution, in the case of the National Independent Directors this is 2+2years (recurring). The candidate should expect to fill their role for two-four years. Vacation of office can occur by either written resignation to the Board or by the other means as defined in the National Constitution.

How do I apply?

1. Read the position description below.
3. Send a brief written expression of interest (cover letter) and CV addressed to UNAA National President, Major General Michael G Smiths AO (Ret'd) to admin@unaa.org.au. Include the subject line "UNAA National Independent Director Recruitment late-2017".

APPLICATIONS OPEN 5 September 2017 (and will remain open until 5 October 2017)

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED – We are unable to provide feedback on individual applications.

For any more information please contact admin@unaa.org.au.



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POSITION DESCRIPTION

Position name:

UNAA National Independent Director

Location:

UNAA National Office, Suite 206, Griffin Centre, 20 Genge St. Canberra City, ACT 2601 or flexibility to be based elsewhere

Voluntary Contribution:

~1-4 hours per week in addition to four full-day board meetings per year. These occur on a Sunday in rotating Australian capital cities.

If an Independent Director stands for, and is then elected as, Co-Vice President for Independent Directors, they will need to participate in the monthly Executive Committee ('ExCo') teleconference meetings.

Direct report:

This role reports directly to the UNAA National Board and works in close consultation with the National President and National Executive Director.

Responsibilities:

According to the UNAA National Constitution, under Section 2, Independent Directors are individuals who the Board are satisfied possess the appropriate skill and experience and have been elected as a Board member under rule 13.2(a).

According to the UNAA National Board Terms of Reference, the defined responsibilities of the Independent Directors are:

- Bringing skills and critical subject matter expertise to the Board that it may not possess amongst its other board members;
- Delivering and supporting Board-level tasks which could include developing policies and strategies or leading sub-committees;
- Bringing new ideas and best practice opportunities to the organisation and driving their implementation; and
- As a board member consciously working in the best interests of the UNAA's overall charitable objectives and goals.

Tasks may include, but are not limited to:

- Participating in the quarterly National Board face-to-face meetings.
- Providing applicable subject matter expertise and value to the Board's governance, decision-making and work.
- Chairing and leading Board sub-committees if required.



- Supporting the operations of the UNAA National Office, such as by providing networking connections or other introductions.
- Responding in a timely manner to Board queries.
- Supporting the overall improvement and growth of the organisation.
- Attendance at UNAA events where possible.

Selection criteria

- Proven senior experience in one of the currently in-demand thematic subject areas (law, governance, fundraising or government affairs).
- Prior experience working in an oversight role with an NGO.
- Excellent written and oral communication skills.
- Familiarity with IT software (particularly gmail, google drive and Microsoft Office Suite).
- Director qualifications preferred.
- Strong organisational and interpersonal skills.
- Initiative and the ability to consider solutions creatively.
- Ability to work professionally and constructively with all of the UNAA's diverse stakeholders of varying levels of talent, experience, age and background.
- Commitment and passion for the UNAA's charitable mission.
- A demonstrated interest in international affairs.
- Responses to the designated selection criteria questions.

(Selection will occur via a vote of a quorum of the UNAA National Board)

Benefits

This position will allow the successful candidate to:

- Work as pro-bono National Board member of the UNAA's peak decision-making body.
- Build their resume and gain experience working for an internationally recognised brand and NGO.
- Deepen both hard and soft personal skills.
- Develop experience and skills in the NGO sector.
- Learn about the work of both the UN and UNAA.
- Gain a greater real world understanding of government and international affairs.
- Develop relationships with a network of talented volunteers and qualified professionals.

