



National Independent Director

What is it?

The sixteen-person 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 Independent Directors provide specialized skill and experience sets that the National President (chairperson) decides the board needs enhancing so that it can fulfil its role most effectively.

At this stage, the three themes that the National President deems the board needs further enhancing are: **law** (i.e. senior lawyer), **fundraising** (i.e. senior professional fundraiser) and **government affairs** (e.g. ex-senior UN system official / ex-senior DFAT official / ex-senior politician).

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. Independent directors fulfil a democratic governance function but also provide minor support to the UNAA National Office operations on an ad-hoc basis.

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.

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.



Who can apply?

This role is open to all senior professional with at least 20+ years work experience in a 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.

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 every three months on a rotating basis around Australian capital cities for a face-to-face board meeting + strategy session, historically pro-bono board members have been expected to pay their own way, however recently DFAT has been providing financial support needed to cover this administrative cost. The National Board elects one to the three independent directors to become Co-Vice President on an annual rotating basis. The UNAA is largely decentralised with employees and volunteers based all over Australia. The UNAA is presently undertaking a large modernization and reform program that can require addition contributions.

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 elected at the UNAA National Board AGM on 4th September 2017 in Canberra. Nominations are now open, until 15 July. 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, ideally supported by at least one current member of the UNAA National Board. Include the subject line "UNAA National Independent Director Recruitment 2017".

APPLICATIONS OPEN 8 June 2016 (and will remain open until 20 July 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.



POSITION DESCRIPTION

Position name:

UNAA National Independent Director

Location:

UNAA National Office (Very high flexibility to be based elsewhere, including working from home around Australia)

Suite 206, Griffin Centre, 20 Genge St. Canberra City, ACT 2601 Australia

Voluntary Contribution:

~1-4 hours per week in addition to four domestic 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.

Board meeting flight and accommodation costs potentially in future.

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 required to be an independent Board member 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
- 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:

- Providing applicable subject matter expertise and value to the board in both a governance and working contribution capacity
- Chairing and leading subcommittees of the board
- Supporting the operations of the UNAA National Office such as by providing networking connections or other introductions.
- Responding to board member queries
- Participating in the quarterly national board meetings
- Supporting the overall improvement and growth of the organisation
- Ad-hoc attendance at UNAA events

Selection criteria

- Proven senior experience in one of the currently in-demand thematic subject areas (law, fundraising or government affairs)
- Prior experience working in an oversight role with an NGO
- Excellent written and oral communication skills
- A strong familiarity with IT software (particularly gmail, google drive and Microsoft Office Suite)
- 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 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



**United
Nations
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of Australia**

