



Australian Sewing Guild Ltd.

Position Description

Company Director last updated 19/08/2017

REMUNERATION:	No remuneration apart from reimbursement of expenses incurred in fulfilling duties.
ROLE:	A Directorship on the Board of the Australian Sewing Guild Ltd. is a voluntary position.
TERM of OFFICE:	3 years

BOARD STRUCTURE

The **company** must have at least three and no more than seven directors.

Each Director is elected for a term of three (3) years.

A person is eligible for election as a director of the **company** if they:

- a) are a member of the **company**, or a representative of a member of the **company** (appointed under clause 24)
- b) are nominated by two members or representatives of members entitled to vote (unless the person was previously elected as a director at a **general meeting** and has been a director since that meeting),
- c) give the **company** their signed consent to act as a director of the **company**,
- d) are not ineligible to be a director under the **Corporations Act** or the **ACNC Act**
- e) are not the subject of any current or pending disciplinary action under clause 17 at the date of the election under clause 39.2, and
- f) have not been warned under clause 17.5(b) or suspended under clause 17.5(c) at any time in the twelve months prior to the date of the election under clause 39.2

KEY SELECTION CRITERIA

Skills required to perform the role of a Director of ASG are as follows:-

- Must be familiar with the Guild structure, policies and procedures and be able to communicate information about these to members.
- Must check emails regularly and respond promptly.

- Must be prepared to serve on committees established for specific projects. This requires work between board meetings.
- Must be computer literate in the following areas:
 - able to use cloud-based file sharing system (the Board currently uses Dropbox)*
 - able to use the official ASG email addresses (@aussew.org.au) to send and receive emails* i.e. official correspondence should not be sent from a personal email address
 - able to use ASG MailChimp email templates to communicate with groups of members, using pre-defined distribution lists*
 - able to use ASG social media platforms which are the public face of the Guild. A director must know what appears on these platforms and be able to monitor content.

CORE COMPETENCIES

All ASG Directors are required to have the following core competencies:

Role Related

- Knowledge of Directors duties and responsibilities
- An understanding of the legal duties and responsibilities of a Company Director as set out in the Corporations Act.

Strategic Thinking and Planning

- The ability to analyse and problem solve at a strategic level and contribute to effective decision making.

Financial Literacy

- The ability to read and understand ASG accounts, understand the financial reporting to the Board, and the financial reporting requirements of ASG.

Compliance and Risk Management

- Understanding of the legal and compliance environment of ASG and its compliance requirements.

People Management

- Knowledge and understanding of current thinking on effective people management and member engagement.

Personal

- Committed to ASG Values, Vision and Purpose
- Practical understanding and personal commitment to the organisations goals
- Integrity Acting honestly and ethically and putting ASG's interests ahead of personal interests

Professional Development

- Willing to actively engage in personal development, learning from and with other directors to ensure ongoing skill development

Team Player

- Able to function effectively as a team member and respect agreed governance policy and processes

Independent

- Able, when required, to be curious and courageous, to think independently and to express an independent viewpoint.

Emotionally Intelligent

- Ability to demonstrate self-awareness and empathy for others.
- Ability to work well in a group, listen carefully and be aware of others emotional responses

Active Contributor

- A willingness to undertake the workload required to participate effectively.