

## Position Description

<b>Role</b>	Non-Executive Director
<b>Reports to</b>	AMS Board
<b>Location</b>	Australia and New Zealand
<b>Company Overview</b>	The AMS brings together specialists, doctors, nurses, and other healthcare professionals who all share a strong commitment towards improving the quality of mid-life health for women especially during and after the menopause.
<b>Current Board</b>	
<b>President</b>	Amanda Vincent
<b>Past-President</b>	Bronwyn Stuckey
<b>President-Elect</b>	Sonia Davison
<b>Treasurer</b>	Sylvia Rosevear
<b>Non-Executive Directors</b>	Susan Jenner (Education Subcommittee Chair) Georgina Hale (Website Subcommittee Chair) Karen Magraith (Menopause Update Coordinator) Janice Brown Lina Safro Jennifer Rogers
<b>Executive Director</b>	Vicki Doherty

### The role

The AMS seeks to appoint four (4) non-executive directors. These roles will become vacant following the AMS Annual General Meeting on Saturday 7 September 2019 due to retirement of four (4) current Board Directors in accordance with Article 61(1) of the AMS Constitution.

The role requires attendance at two full day face-to-face Board meetings per annum and at least two teleconferences. Board members are also required to serve on at least one Board subcommittee per year. Interstate/trans-Tasman travel is required to attend the face-to-face meetings. The average expected time commitment for the role is 10 hours per month, however this will fluctuate month to month.

Board members are required to:

- Prepare for and regularly attend Board meetings and important related meetings;
- Make serious commitment to participate actively in committee work;
- Volunteer for and willingly accept assignments and completes them thoroughly and on time;
- Stay informed about committee matters, prepare themselves well for meetings and reviews and comments on minutes and reports;
- Get to know other committee members and builds a collegial working relationship that contributes to consensus;

- Be an active participant in the committee's annual evaluation and planning efforts; and
- Participate in fund raising for the organization.

### Competencies and skills (role related)

**Knowledge of a director's responsibility** – includes an understanding of the role as well as legal, ethical, fiduciary and financial responsibilities;

**Strategic expertise** – the ability to review the strategy through constructive questioning and suggestion and contribute to the effective decision making of the board;

**Accounting and finance** – the ability to read and comprehend the company's accounts, financial material presented to the board, financial reporting requirements and some understanding of corporate finance;

**Legal** – the board's responsibility involved overseeing compliance with numerous laws as well as understanding the individual director's legal duties and responsibilities;

**Risk management** – experience in managing areas of major risk management to the organisation;

**Managing people and achieving change** – experience in current management thinking on employment, branding, engagement, strategic vision and stakeholder communication; experience in executive remuneration and compensation;

**Industry knowledge** – experience in similar organisations or industries.

### Competencies (personal attributes)

**Integrity** – fulfilling a director's duties and responsibilities, acting ethically, appropriate independence, putting the organisation's interests before personal interests;

**Collaborative yet curious and courageous** – a director must be able to function as an effective team member but also have the curiosity to ask questions and the courage to persist in robust discussions with management and fellow board members where required;

**Emotional intelligence** – as well as self-awareness and self-management, a director needs to demonstrate empathy manifested through strong interpersonal skills. A director must work well in a group, listen well, be tactful yet able to communicate in a cogent and candid viewpoint.

**Commercial judgement and instinct** – a director needs to demonstrate good business instinct and acumen, and be able to assimilate and synthesize complex information;

**Active contribution** – a director needs to be an active contributor with genuine interest in the company and its business.

### Remuneration and benefits

Remuneration is voluntary.

Expenses paid:

- Travel and other expenses to attend face-to-face meetings.
- Annual Congress registration and expenses to attend.
- Annual half-day professional development.
- Travel and other expenses when providing education commissioned by AMS.
- Professional indemnity insurance (Director insurance).