

POSITION DESCRIPTION AND SELECTION PROCESS FOR NATIONAL COUNCIL MEMBERS

RESPONSIBLE TO:	The Board Chair
LOCATION:	215 Adelaide Street, Brisbane CBD Meetings are held in Brisbane several times each year
TERRITORY COVERAGE:	National

ORGANISATION OVERVIEW

With approximately 100,000 members, National Seniors Australia Ltd is Australia's largest independent not for profit membership organisation for older Australians. National Seniors purpose is to empower positive futures for older Australians and is an advocate on issues of concern for this group. It aims to influence policy and works to provide a well-informed and representative voice to government, business and the community.

National Seniors funds its activities from revenue earned from an insurance business and other commercial activities.

NATIONAL COUNCIL OVERVIEW

National Council is part of the governance arrangements of National Seniors and its composition and objectives are set out in National Seniors' Constitution. The National Council is established to provide a forum for the discussion of matters relevant to trends and strategic issues relating to the older Australians and to National Seniors Australia in general.

- the Council will also provide reflections and relevant advice to the Board including:
- emerging trends and societal attitudes that impact on older Australians
- the nature and strategic direction of the priorities of National Seniors Australia; and
- ensuring the structure of the organisation remains relevant to the needs of National Seniors membership
- and older Australians generally.

NATIONAL COUNCIL STRUCTURE

The National Council comprises of:

- all Directors
- Five regional representatives drawn from five regions of QLD, NSW/ACT, VIC/TAS, SA/NT and WA,
- Five general National Seniors members

All National Council Members are appointed to represent the entire membership of National Seniors as a whole and not any particular group or geographical area even though they may be a regional representative. Importantly, only National Council members can vote at a general meeting of National Seniors including the AGM.

National Council members are appointed for terms of up to three years.

PURPOSE OF THE POSITION

The purpose of the position is to work as part of the National Council and provide strategic direction and governance to the organisation.

RELATIONSHIPS

Fellow National Council members, the Board of Directors, Company Secretary, National Seniors Membership and the Chief Executive.

RESPONSIBILITIES

- Attend, prepare and contribute to the National Council Meetings.
- Actively participate in workshops/meetings of the National Council.
- Assist with setting the strategic direction of the organisation.

MEETINGS

Meetings of the Council are held in November at the AGM and on other occasions each year as required. Meetings are in Brisbane.

ESSENTIAL KEY ATTRIBUTES

- Keen interest in issues relating to older Australians
- Relevant special interest/s e.g. Recreation and social engagement for older Australians,
- Membership
- Capacity to think and act strategically to guide the organisation into the future
- An awareness of the political process and of the public policy debates involving older Australians
- Ability to deliberate in a team environment

EXPERIENCE AND ELIGIBILITY

Demonstrated interest in and understanding of issues relating to older Australians. Applicant must be a member of National Seniors Australia Ltd and be a financial member at the time of appointment

REMUNERATION

This is a voluntary position; however, all expenses will be paid by National Seniors.

ORIENTATION AND INDUCTION

Orientation and Briefing by the Chair of the Board and the Chief Executive

SELECTION PROCESS

As per the National Seniors Constitution, all expressions of interest must be in writing and submitted by email only. Interest in these positions attracts a high level of interest and the submission of many applications. To expedite the process EOI must be in the following format and have the attachments as described below:

- The covering email should only include contact information i.e. email, telephone details, State of residence and address, current status of membership of NSA and membership number.
- Provide three attachment documents to the email:
 - Document 1 "Key Attributes" which specifically addresses the required key attributes in the EOI and provides examples of the application of those attributes.
 - Document 2 "Interest in and Understanding of Key Issues affecting Older Australians". This document should highlight the issues that you have a passion for.
 - Document 3 "CV" which includes the contact details again.

- References will be required however these can be provided at a later date by those applicants who proceed further in the application process.

Only those applications which strictly comply with the above requirements will be considered by the Board Appointments Committee (BAC). Applications which do not conform to the requirements will not be considered. The BAC will select some candidates for interview. Should you be invited to proceed to interview you will be expected to have a clear understanding of NSA's activities

BAC will then make recommendations for appointment as a National Councilor to the Board for approval.

APPLICATION

Please apply via email to: a.robertson@nationalseniors.com.au

Chair of the Board Appointments Committee; National Council Member

Applications must be received by COB Thursday 30 April.