

Position Description - Director

Responsibility statement

On behalf of the Australian College of Midwives (ACM), oversee the continuing viability of the ACM to meet the needs of its members in achieving the Objects of the ACM Constitution.

Principle accountabilities

1. General

- on being elected to the Board, undertake induction and training procedures.

2. Governance

- in partnership with the Board ensure that the ACM Constitution, Vision, Values and Philosophy are being followed;
- consider, debate, and vote on issues before the Board on the basis of the best interests of the ACM only; and
- comply with the governance policies of the ACM.

3. Planning

- review and approve the ACM's Strategic Plan, and other consequential plans.

4. Meetings

- attend all meetings, or, if absolutely unavoidable, apologise in advance for absence;
- where Board papers are circulated in advance of the Board meeting, read papers and consider issues before the meeting; and
- contribute to the discussion and resolution of issues at meetings and otherwise as appropriate.

5. Administrative & Management

- serve on Board committees as required;
- participate in the recruitment process of the CEO; and
- review and approve the ACM's systems for financial control and risk management.

6. Media

- make comments to the media and in public forums only as provided in the ACM's Board Media and Public Relations Policy.

7. Promotion

- promote the ACM in the community as opportunities arise.

8. Fundraising

- participate enthusiastically in any fundraising approved by the Board.

9. Legal & Ethical

- make proper use of the position on the Board – ensure no gain of material advantage for the Director, or for any other person, or to the detriment of the ACM;
- make proper use of any information acquired by virtue of the position on the ACM Board;
- inform the Board immediately if there is any direct or indirect pecuniary interest in any contract with the ACM; and
- at all times conduct Board business politely and with consideration for others, without ill feeling, improper bias, or personal animosity.

Selection criteria

Supports strategic direction

- Supports shared purpose and direction
- Thinks strategically
- Harnesses information and opportunities
- Shows judgement, intelligence and common sense.

Achieves results

- Identifies and uses resources wisely
- Applies and builds professional expertise
- Responds positively to change
- Takes responsibility for contributing to Board work to achieve results.

Supports productive working relationships

- Nurtures internal and external relationships
- Listens to, understands and recognises the needs of others
- Values individual differences and diversity
- Shares learning and supports others.

Displays personal drive and integrity

- Demonstrates professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Promotes and adopts a positive and balanced approach to work
- Demonstrates self-awareness and a commitment to personal development.

Communicates with influence

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates confidently.

Additional expertise

- Business and marketing