



Title	Independent Board Director
Reports to	Chairperson / Board
Employment type	Part-time Non-Executive Director
Tenure	1 year minimum, with annual re-election to a maximum of 6 years

ABOUT THE INSTITUTE

The Royal Australian Institute of Architects Ltd is the peak body for the architectural profession in Australia, representing more than 11,000 members. The Institute works to improve our built environment by promoting quality, responsible and sustainable design, promoting the architectural profession and being the public voice for architecture.

The Institute works on behalf of its members and in the public interest to advocate for the value of the architectural profession and for architecture's contribution to a better built environment and quality of life. Our work engages with members, stakeholders, community and government around a range of important public concerns, including:

1. Fostering thriving cities and regions
2. Housing a diverse and inclusive community
3. Improving building regulation
4. Addressing climate change
5. Capitalising on creativity
6. Supporting Australian skills and trade

The Institute has identified the need to recruit Independent Directors to complement the existing skills matrix.

We Value:

- *One Community – embracing diversity and open communication*
- *Innovation – demonstrating leadership with courage and creativity*
- *Accountability – acting with integrity, responsibility and sustainability*
- *Respect – relating with empathy and recognition for effort*
- *Collaboration – working together, with trust and transparency*

POSITION PURPOSE

The primary role of the Board of Directors of the Organisation is to enhance long term viability by:

- (i) selecting and maintaining the position of Chief Executive Officer,
- (ii) establishing and reviewing the strategies and goals of the Organisation, and
- (iii) overseeing the business and affairs of the Organisation in light of emerging risks and opportunities.

The Board establishes the strategic direction, supports the CEO, reports to the membership and stakeholders at the Annual General Meeting (AGM), assesses its own effectiveness and is ultimately responsible for ensuring the organisation remains viable and effective in the present and for the future.

Governing committee members and board members have a responsibility to act honestly, exercise reasonable care and skill and understand their fiduciary duties whilst performing their necessary tasks on behalf of the organisation.

The following Independent Director roles are required for immediate commencement:

- 1 x Independent Director with finance, accounting and audit expertise.

The successful candidate will be expected to Chair the board's Finance, Audit, Risk and Investment Committee. In addition, the Institute also has two subsidiaries, IBL Limited and Architecture Media. The successful candidate may be asked to serve on the boards of these organisations.

Specialist Requirements:

Essential:

Finance specialist with a relevant tertiary qualification, audit experience, CPA and at least 5 years partner / executive experience.

Desirable:

Board experience.

Knowledge / expertise in the Insurance industry would be valued but not essential.

The director roles require attending approximately 10 board meetings each year and serving on at least one board committee. Some interstate travel is anticipated. The roles may require attendance in monthly conference calls for management/financial reporting and general compliance issues.

KNOWLEDGE AND SKILLS

It is preferable that this person has significant experience in the specialty required, and knowledge of a director's responsibilities in addition to:

Strategy	Ability to think strategically and identify and critically assess strategic opportunities and threats and develop effective strategies.
Policy development	Ability to identify key issues and opportunities for the Institute and develop appropriate policies to define the parameters within which the organisation should operate.
Corporate governance	Knowledge and experience in best practice corporate governance structures, policies and processes including an understanding of legal frameworks and governing bodies (particularly in the not-for-profit context). Ability to interpret constitutions, charters, contracts and other legal documents.
Risk and compliance oversight	Ability to identify key risks to the organisation in a wide range of areas including legal and regulatory compliance, and monitor risk and compliance management frameworks and systems.
Financial performance	Experience in accounting and/or finance with the ability to: <ul style="list-style-type: none"> • analyse key financial statements • critically assess financial viability and performance • contribute to strategic financial planning • oversee budgets and the efficient use of resources • oversee funding arrangements and accountability
Investment strategy	Experience in investment strategy, policy and oversight, including property, trusts and foundations, and the associated legal frameworks.
Executive management	Experience at an executive level including the ability to: <ul style="list-style-type: none"> • appoint and evaluate the performance of the CEO and senior executive managers • oversee strategic human resource management including workforce and succession planning • oversee large scale organisational change
Commercial experience	A broad range of commercial/business experience in areas including marketing, branding, communications, sales, and business systems, practices and improvement
Information technology strategy and governance	Knowledge and experience in the strategic use and governance of information management and information technology, particularly in the context of customer relationship management, privacy, accounting systems, engagement platforms and digital marketing
Human resources	An understanding of people management, culture, remuneration and development, and the industrial relations framework
Quality	Knowledge and experience of developing and maintaining quality systems and continuous improvement processes.

PERSONAL ATTRIBUTES

Integrity (ethics)	A commitment to: <ul style="list-style-type: none">• understanding and fulfilling the duties and responsibilities of a director, and maintaining this knowledge through professional development• putting the Institute's interests before any personal interests• being transparent and declaring any activities or conduct that might be a potential conflict• maintaining Board confidentiality.
Effective listener and communicator	The ability to: <ul style="list-style-type: none">• listen to, and constructively and appropriately debate, other people's viewpoints• develop and deliver cogent arguments• communicate effectively with a broad range of stakeholders.
Constructive questioner	The preparedness to ask questions and challenge management and directors in a constructive and appropriate way.
Contributor and team player	The ability to work as part of a team and demonstrate the passion and time to make a genuine and active contribution to the Board and to the Institute.
Commitment	A visible commitment to the purpose for which the Institute has been established and operates, and its ongoing success.
Influencer and negotiator	The ability to negotiate outcomes and influence others to agree with those outcomes, including an ability to gain stakeholder support for the Board's decisions.
Critical and innovative thinker	The ability to critically analyse complex and detailed information, readily distil key issues, and develop innovative approaches and solutions to problems.
Leader	Innate leadership skills including the ability to: <ul style="list-style-type: none">• appropriately represent the organisation• set appropriate Board and organisational culture• make and take responsibility for actions and decisions.
Knowledge and learning	A commitment to continuing professional education and intellectual humility (allows others to contribute irrespective of own position and open to different perspectives).

REMUNERATION

The Independent Director role is remunerated in accordance with current Institute policy:
\$16k/annum + \$9k for committee chair responsibilities.

ANNUAL REPORT

For further information about the Australian Institute of Architects, please review the Institute's Annual Report:

https://repository.architecture.com.au/download/annual-reports/AIA_Annual-Report-2018.pdf

SUBMISSION

Please provide a brief cover letter expressing your interest in the role, together with a CV, and send to:

Libby Hasler