

Skills-based Board Member Position Description

Position title	Board Member
Location	22-28 Hamilton Place, Bowen Hills QLD 4509
Classification	Voluntary – Appointed
Hours per Month	Average 5 hours
Duration of Appointment	2 years with possibility of extension
Reviewed	September 2021

Purpose

The Australian Dental Association Queensland Branch (ADAQ) is the peak professional membership body for dentists in Queensland.

The role of the skills-based Board Member is to work collaboratively with the ADAQ Board and ensure the organisation is operating at its optimum. This position also sits on the Audit and Risk Management Committee (ARC)

Professional	Competencies
Responsibilities	Punctual and regular attendance at meetings. Preparation for meetings undertaken. Participation in all meeting discussions
Strategic	Understand all aspects of the organisation's strategic directions. Contributes with constructive questioning and effective decision-making
Financial	Ability to read, understand and raise questions on the organisation's financial reporting Contribute to the development of a financial strategy for the organisation
Legal	Understand the Board Member's legal duties and responsibilities
Risk Management	As a member of the Board, review and oversee the major high level risk areas for the organisation
Industry Knowledge	Knowledge of statutory requirements for the not-for-profit sector
Personal	Refer to personal competencies section
Integrity	Act ethically at all times, follow the ADAQ Board Charter and Code of Conduct. Place the organisation's interests before personal interests, declaring any conflicts of interest
Collaboration	Ask questions appropriately, seek to reach agreement for the best outcomes for the organisation, create effective working relationships with all other Board members and
Communication	Use high level interpersonal communication skills, participate in robust discussions. Allow everyone's opinions to be heard
Contribution	Contribute actively to all business arising
Reputation	Embed ADAQ's role as Queensland's peak body for dentistry.



Standard Conditions

This role is voluntary and therefore not remunerated. Approved expenses in relation to attendance at meetings will be reimbursed. The incumbent must observe all lawful intentions and instructions and abide by ADAQ's policies, including Workplace Health & Safety, Code of Conduct, Confidentiality and Privacy. ADAQ provides Director's Professional Indemnity Insurance.

All position holders are required to be eligible to work in Australia.

Regional and intra-state travel may be required, and costs will be covered by ADAQ.

Working Relationships

The role is accountable to the ADAQ President and the ADAQ Board (Council).

The role works in collaboration with members of the ADAQ Board (Council) and the CEO.

Qualifications & Experience

Knowledge & Experience

Essential:

- Eligible for appointment as a Board Member (Director) under the Corporations Act 2001
- Professional Qualifications in accounting, law or business administration

Desirable:

- Experience at Board level in not-for-profit/ membership organisations Completion of AICD training

Personal Competencies

Essential:

- Professional, strong ethics, diligence and integrity Commitment to ADAQ's organisational vision & mission
- High level interpersonal communication skills, including negotiation skills Energetic, enthusiastic team member
- High-level decision making and sound judgement abilities

Ability to build sound working relationships with:

- ADAQ Chief Executive Officer.
- ADAQ Council (Board of Directors).
- ADAQ staff.
- ADAQ members and non-member dentists.
- External stakeholders.



Declaration

I, _____, acknowledge that I have read and understood this position description, which forms part of agreement with the Australian Dental Association (Queensland Branch) from the date of issue.

Director signature:

Date:

This Position Description Approved by:

Date: 6 September 2021

Assoc Prof Alex Forrest
ADAQ President