

Board Director

Position Outline

Classification	Volunteer (Remote)	Duration	Until Nov 2027 (With the opportunity to nominate for re-election at AGM)
Time Commitment	Approx. 5-6 hours / week (Depending on portfolio/s and increasing at peak times)	Applications	Will be considered as they are received

Who We Are

The Animal Justice Party was formed in response to a growing number of voters who feel strongly that much more needs to be done through the Australian parliamentary system to assist in the wellbeing of animals. With thousands of members across Australia and elected MPs in the New South Wales, Victorian, and Western Australian Parliaments, the Animal Justice Party is part of a rapidly growing international movement. Our vision is a planet on which animals are treated with respect, dignity and kindness, where they are able to flourish in their respective environments, and where their unique needs and capabilities are recognised and their interests protected.

The Board of Directors

What is the Board of Directors?

The Animal Justice Party Ltd ('the Party') is a single entity with a 'corporate' model of governance to manage various bodies. The principal decision-making bodies are the Board of Directors and, at a General Meeting, the Delegates.

The Board of Directors is responsible for the overall governance, management and strategic direction of the Party, and is ultimately responsible for compliance with all regulatory obligations and fiduciary duties. The Board of Directors' responsibilities, powers and duties are set out in the *Corporations Act 2001* (Cth) and the Animal Justice Party Constitution.

The Board of Directors is elected by the Delegates (Voting Members) every two years at the Annual General Meeting (AGM); or otherwise Directors may be appointed to fill casual vacancies on the Board.

Who sits on the Board of Directors?

The Board of Directors must have no less than 5 and no more than 9 Directors.

This includes:

- The office-bearers of the Party, being the:
 - President
 - Vice President
 - Treasurer
 - Secretary
- And at least 1 and up to 5 ordinary Directors.

Vacancies

We are looking to fill any of the following vacancies:

- National Secretary
- National Treasurer
- Ordinary/General Board Director

Secretary

The National Secretary is responsible for ensuring that the Party and the Board of Directors complies with relevant legislation and regulations, and operates in line with the Party's Constitution, By-laws and internal policies.

The Secretary is responsible for official communications and keeping official records and minutes. They are appointed as the Registered Officer with the Australian Electoral Commission. The Secretary has the assistance of the Party's National Senior Administration Officer to undertake administrative tasks in support of the role.

It is the role of the Secretary to:

- be responsible for the day-to-day administration of the Party and the correspondence of the Party;
- provide regular reports on Party operations to the Board of Directors;
- give notification of all Directors and General Meetings in the required time as specified in the constitution;
- prepare the agenda for any meetings, table correspondence and record meeting attendance;
- prepare the minutes of all meetings and ensure they are signed by the chairperson of the meeting or the chairperson of the next meeting;
- distribute Directors meeting minutes to Directors within 28 days of the meeting date;
- maintain records of any circular resolutions;
- maintain the register of the Party's Members (including identifying the Delegates) and a register of special members;
- maintain the Party's registers with the Australian Electoral Commissions as applicable;
- be the delegated person in correspondence with the Australian Electoral Commissions;
- ensure that the Party complies with any of its obligations to lodge disclosure returns with the Australian Electoral Commissions;
- represent the Party in various national, state and local forums as well as internationally; and
- perform other duties as the Directors specify from time to time.

Treasurer

The National Treasurer oversees the Party's financial management, budgeting and reporting, helping ensure our resources are used strategically to advance our mission.

It is the role of the Treasurer to:

- ensure that all money due to the Party is collected and received and that all payments authorised by the Party are made;
- ensure that correct books and accounts are kept, for the period of time required by law, showing the financial affairs of the Party including full details of all receipts and expenditure connected with the activities of the Party;
- ensure that the Party complies with any obligations it has to provide information about its financial affairs to the Australian Electoral Commissions;
- facilitate development of an annual budget for the Board;
- oversee the national finance subcommittee;
- Liaise with other persons delegated responsibility to manage financial matters, particularly State Treasurers, to collate financial and other information to enable compliance reporting, and to assist auditors and the Party's Bookkeeper in compiling yearly financial accounts for the Party at a national level;
- provide monthly reports and advice to the Board at its meeting on the financial position of the Party;
- provide guidance and advice to other persons delegated responsibility to manage financial matters, particularly State Treasurer, to ensure a nationally consistent approach to financial record keeping;
- oversee the preparation of financial and disclosure reports for the Australian Electoral Commissions as needed; and
- perform other duties as the Board specifies from time to time

Ordinary Board Director

As an Ordinary Member of the Board of Directors, you will attend Board meetings and contribute to decision-making, governance and strategic vision. Ordinary Directors will also take the lead on a particular portfolio(s) depending on your skills and interests.

We are currently looking for a Director with expertise in any of the following areas:

- Fundraising
- Marketing
- Media

Eligibility

A person is eligible to be a Director if they:

- are a current Member of the Party;
- are an individual at least 18 years of age;
- are Vegan;

- are supported in their nomination by two eligible Members;
- give the Party their signed consent to act as a Director of the Party;
- are not disqualified from managing corporations under Part 2D.6 of the Corporations Act;
- are not an undischarged bankrupt; and
- provide or have applied for a Director Identification Number.

Duties

Duties of all Directors

All Directors must comply with their duties as Directors under legislation. This includes the duties set out in the Corporations Act, which are:

- to exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were a director of the Party, in the Party's circumstances;
- to act in good faith in the best interests of the Party and to further the purpose(s) of the Party;
- not to misuse their position as a director in the manner set out in section 184 of the Corporations Act;
- not to misuse information they gain in their role as a director;
- to disclose any perceived or actual material conflicts of interest;
- to ensure that the financial affairs of the Party are managed responsibly; and
- not to allow the Party to operate while it is insolvent.

Directors are expected to contribute to decision-making of the Board, and to attend Board of Directors meetings.

Time Commitment

- 5-6 hours per week, increasing at peak times.
- Volunteer, remote basis.
- Minimum commitment until the next Board of Directors Election (approx. Nov 2027), with the option to nominate for re-election.

How to Express Interest

To express your interest in joining the Board of Directors as the Secretary or as an Ordinary Member, please send your CV and a brief statement addressing the eligibility criteria to secretary@animaljusticeparty.org.

Please feel welcome to contact us with any queries about this position.