



ROLE DESCRIPTION – ASMR Board Directors

ROLE CONTEXT	
The ASMR, founded in 1961, is the peak professional society representing the Australian health and medical researchers. Through its leading role in public, political and scientific advocacy, the ASMR strives to create a stable and secure research environment to enable a vibrant and diverse workforce to achieve research excellence and improve health and well-being for all Australians. ASMR Board Directors have an integral role in supporting the ASMR's core objectives of advocating for and communicating the benefits of health and medical research to the broader community and supporting research careers. ASMR Board Directors are enthusiastic, motivated and strategically minded professionals who are passionate about making a difference in the health and medical research sector. Directors are sought from diverse backgrounds that ideally encompass, but are not limited to, medical research, allied health, clinical medicine, research governance, finance, commercial, legal, communications and other relevant professional expertise.	
Primary Objective of the role(s):	
The ASMR Directors are responsible for leading, planning and implementing strategic initiatives to further the position and impact of the Society at a National level. Reporting directly to the President and in liaison with the Executive Office, Directors are responsible for undertaking a range of planning, promotion, lobbying and advocacy activities, driving a portfolio of work to contribute to the Society, as well as providing executive leadership to State Committees and members of the Society.	
Key Relationships/interactions:	
• President • Other Board Directors • Executive Office • State Committee members • Providing leadership for all members of the Society	
Term and commitment:	
Board Directors are elected to a two-year term, commencing at the Society's Annual General Meeting on Thursday, 26 November 2026.	
RESPONSIBILITIES & REQUIREMENTS:	
General Requirements:	
• Attend four virtual Board meetings per year (February, June, September and November), plus ad hoc one-hour virtual Board meetings if necessary. • This is a voluntary role. In addition to the scheduled Board meetings, Directors should allow approximately 6-8 hours per month, on average, for portfolio work and Society activities.	

- Attend relevant State Committee planning meetings to provide strategic leadership and monitor activities - Undertake all other agreed tasks and activities to ensure that ASMR events, including Medical Research Week and the Annual Scientific Conference, are delivered to an exceptional standard	
General Requirements cont.:	
- Manage a specified portfolio of work, assigned in consultation with the President and the Board. Portfolios include Finance, Events, Professional Development, Membership and Advocacy. Portfolios will change depending on the Society's needs. - Contribute to reports, research and advocacy work, as agreed - Contribute to the governance of the Society	
Responsibilities:	
Strategic planning	- Determine and contribute to the achievement of the Society's strategic mission and purpose - Develop and implement strategic initiatives - Determine and drive the values of the Society - Ensure effective succession planning for the Society - Manage resources within a specified portfolio of work - Contribute to ideas for national events and activities to further the position and impact of the Society - Provide strategic input into relevant communications and promotional material - Support the development of sponsorship and partnership opportunities and ensure the financial viability of events
Governance	- Lead and comply with all legal regulations as outlined in the ASMR Constitution - Ensure that events and activities are run within budget parameters, as determined by the Executive Office or other guidelines - Report on relevant activities at Board meetings and annually in formal reports - Monitor progress of the Society and determine appropriate actions to mitigate risks - Contribute to continuous improvement of activities at a National level
Promotions and advertising	- In all communications on behalf of the ASMR, follow standard templates and procedures to ensure that quality and consistency is maintained - Represent the ASMR in a professional manner in all situations
Professionalism	- Abide by the ASMR Code of Ethics and all other policies and procedures - Act in accordance with relevant legislative requirements pertaining to Work Health & Safety, Equal Opportunity, Discrimination, Freedom of Information and other relevant acts - Promote open communication and trust among board members and foster a team environment - Maintain and support a culture of high performance and professionalism - Provide leadership to other Board members, Committee members and General members of the Society and community in all interactions
Knowledge, Skills and Experience:	
<i>The Board will assess all nominations against the below attributes with a view towards forming a highly skilled, diverse Board of Directors best suited to managing the affairs of the Society. Importantly, these attributes encompass desirable attributes for the Board to hold as a whole. One individual candidate need not hold every attribute, and candidates with different combinations attributes are encouraged to apply. At this time, experience in Governance and Financial Capability are highly sought after.</i>	

Selection Criteria: • A majority of ASMR Directors must be Ordinary Members of ASMR, in accordance with clause 9.1(a)(i)(B) of the ASMR Constitution; • Directors with a health and medical research background are, ideally, aligned to a University, Research Institute or Research Hospital. This is not a requirement for candidates from other professional backgrounds; and • Appointment is contingent upon obtaining a Directors ID from the Australian Business Registry Services and may be subject to satisfactory National Criminal History Check or other clearances.	
Medical Research Experience	• Active or recent experience as a health or medical researcher, with credible standing in the research community • Current or recent lived experience of the early- and mid-career researcher stage, including funding pressures, job insecurity, career pathways and the barriers facing emerging researchers • Understanding of the research funding and policy landscape, including the MRFF, NHMRC and the broader health and medical research environment
Governance and Financial Capability	• Experience in sophisticated corporate governance and assurance structures, with a sound understanding of directors' duties, board processes and not-for-profit governance obligations • Financial literacy; the ability to read and interpret financial statements, budgets and management accounts, and to probe financial performance and sustainability • Financial management or audit expertise, through formal qualification or senior experience in accounting, audit or financial management (e.g. CA / CPA) • Strategic thinking; the ability to identify strategic opportunities and threats and translate them into priorities and measurable objectives • Financial sustainability and commercial acumen, including experience diversifying revenue and managing partnerships, sponsorships, membership models or commercialization
Stakeholder Engagement and Sector Networks	• Experience or an interest in advocacy, stakeholder engagement and building relationships that support ASMR's objectives. • Experience or established networks across the health and medical research sector, including research institutions, universities, government, industry or professional organisations. • Experience with membership or member-based organisations, including an understanding of how such organisations create and sustain value for members. • Experience contributing to ASMR State Committees or other professional committees, including organising events, engaging members, building partnerships or supporting advocacy activities.
Diversity	• Age and career-stage diversity, contributing to a spread of generations and career stages across the Board, from ECRs to senior researchers • Gender diversity • Cultural and First Nations diversity
Personal Attributes	• Open-mindedness and respect; a commitment to fostering a positive organisational culture • An independent, inquisitive mindset



APPLICATION – ASMR Board Directors

A majority of ASMR Directors must be Ordinary Members of ASMR. All candidates, whether ASMR members or non-members, must be nominated by one current financial member of ASMR. Please contact the ASMR Executive Office at katriona@asmr.org.au if you, your proposer or nominator would like to check your membership status. If you do not know a current financial member who is able to nominate you, please contact the Executive Office and we will assist in connecting you with a member who may be willing to act as your proposer.

In addition to submitting a PDF of your completed nomination form (following), you will be asked to provide the following information in the online nomination form:

1. contact details
2. your Director ID number
3. conflicts of interest
4. names of entities of which you are a director, secretary or officer
5. other entities of which you are a member
6. prior or current involvement or role with ASMR
7. outline of your relevant skills, experience, awards and qualifications (no more than 200 words)
8. outline how your skills, experience and qualifications will benefit ASMR (no more than 300 words)
9. upload PDF of your completed nomination form, signed by a current financial member of ASMR

Your answers to the above questions must be submitted using the online nomination form by **5pm on Friday, 23 October 2026**. Voting by ASMR members will be conducted between 9am AEDT on 2 November and 12:15pm AEDT on 26 November 2026. An ordinary resolution will then be put to the ASMR Annual General Meeting to formally elect as Directors the nominees who have received the most votes.

Please submit your completed nomination online [HERE](#), please forward any queries to the ASMR Executive Office at katriona@asmr.org.au or call 0499 764 165.



Nomination for the ASMR Board of Directors

I (proposer), being a current financial member of the Australian Society for Medical Research, hereby nominate:

Nominee's Name: _____

Professional address &
institution, incl. state or
territory _____

for the ASMR Board of Directors.

PROPOSER's Name: _____

PROPOSER's Signature: _____

NOMINEE's Signature: _____