



## Position Description – Ordinary Director

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<b>Position title</b>	Ordinary Director
<b>Reports to</b>	Board Chair
<b>Positions reporting into this position</b>	Nil
<b>Purpose - Why does this position exist?</b>	To provide leadership, direction and good corporate governance to RFK Pty Ltd.
<b>Responsibilities</b>	<p><b>Leadership &amp; Planning</b></p> <p>Contribute to corporate planning processes that establish the strategic direction of and the milestones for the company.</p> <p>In accordance with the Shareholders' Agreement, review and develop an annual business plan.</p> <p>Appoint and support the CEO in the implementation of the business plan and strategic direction.</p> <p><b>Performance and Compliance</b></p> <p>Approve policies and ensure that approval, compliance, risk assessment and reporting systems are adequate to enable the Board to fulfil its obligations and monitor progress.</p> <p>Monitor company's progress and achievement of its objectives and milestones.</p> <p>Review the performance of the CEO.</p> <p>Understand legal obligations and the role of Directors and ensure compliance with relevant legislation, including that governing corporations, local governments, taxation, privacy, discrimination, environmental regulation and labour laws.</p> <p>Participate in and contribute to Board self-evaluation / external assessment, succession planning organisational reviews.</p> <p>Attend board meetings, related meetings and events.</p> <p>Keep informed about committee matters, prepare well for meetings, review and comment on minutes and reports.</p> <p>Volunteer for and willingly accept assignments and complete them thoroughly and on time.</p> <p><b>Reputation</b></p> <p>Support the executive in the management of relationships with external stakeholders.</p>

	Build and enhance the organisation's public image and represent the organisation's perspective through interpretation of and advocacy for its products and services.
<b>Decision making authority</b>	As delegated.
<b>Key interactions</b>	<p><b>Internal:</b></p> <p>Other RFK Pty Ltd Board members, management team and staff.</p> <p><b>External:</b></p> <p>Shareholders, member Councils, business and community representatives, State and Commonwealth governments, as well as Regional Kitchen Pty Ltd (Community Chef) Board members.</p>
<b>Qualifications</b>	<p><b>Desirable:</b></p> <p>An undergraduate qualification (degree course) – preferably business management related.</p> <p>AICD qualification.</p> <p>Post graduate qualification.</p>
<b>Experience</b>	<p><b>Essential:</b></p> <p>Experience as a company director &amp;/or senior manager.</p> <p><b>Desirable:</b></p> <p>Experience in community services or the food industry.</p>
<b>Key skills and competencies</b>	<p>Understanding of good governance and the requirements of a company director.</p> <p>Demonstrated ability to understand and interpret business plans, financial statements, company reports and policy documents.</p> <p>A grasp of government processes, legislation, regulation, probity, policy development and compliance.</p> <p>Understanding of performance measurement, change management and risk assessment.</p> <p>Understanding of collaborative ventures, government relations, stakeholder management and the wider social purpose of the company.</p> <p>Has an appreciation of the wider social, environmental and economic context in which the company operates.</p> <p>Integrity, honesty and demonstrated capacity to work collaboratively.</p>