Position Description

POSITION TITLE:	**General Practice Registrars Australia (GPRA) Board Director**
REMUNERATION:	Fixed stipend as per Remuneration Policy All expenses for face-to-face meetings covered by GPRA
REPORTS TO:	GPRA Chair and GPRA Board
RESPONSIVE TO:	GPRA Chair, GPRA Board, GPRA Advisory Council and GPRA Membership

The Board Director will be a member of the following committees:

- GPRA Board
- GPRA Advisory Council (Elected Directors)
- At least one of the main Board Committees
    - Nominations & Remuneration Committee
    - Finance, Audit & Risk Management Committee
- Others as determined by GPRA Board and Chair

SUPPORT FROM:

- GPRA Chair
- GPRA President
- GPRA Board
- GPRA CEO/ Company Secretary
- GPRA staff

SUPPORT TO:

- GPRA Chair
- GPRA President
- GPRA Board
- GPRA Advisory Council
- GPRA Membership
- GPRA CEO/ Company secretary and staff

1.0 APPOINTMENT TENURE

1. Elected Directors

Three year term
May be re-elected by the membership at the AGM
Must meet eligibility criteria as defined in the GPRA Constitution to be considered for re-election.

2. Appointed Directors

Three year term
May be re-appointed for two subsequent terms by the GPRA Board
Must meet eligibility criteria as defined in the GPRA Constitution to be considered for re/appointment.
Position must meet specific skills analysis as identified by the Nominations and Remuneration committee.

2.0 POSITION OBJECTIVES

The main objectives of the position are to support the Chair and Board:

- Set strategic direction and working of the organisation
- Follow best practice corporate governance and ensure proper running of the organisation
- Provide advocacy and representation for GPRA Members
- Feedback into key policy instruments to enable GPRA to provide effective input within the sector
- Leverage personal and professional networks

3.0 KEY RESPONSIBILITIES

1. Corporate governance

- Ensure financial viability and accountability
- Act in accordance with ASIC requirements, corporations law and director's legal duties
- Develop and enact strategic policy and direction for the organisation
- Have a strong risk management focus and facilitate sustainable growth
- Explore, in conjunction with board and management, alternative funding sources
- Develop internal policy to ensure smooth running of the organisation and retention of corporate knowledge

2. Advocacy and Representation

- Maintain awareness of issues relevant to the GP training program
- Maintain awareness of issues relevant to workforce issues, promotion of General Practice and other policy issues relevant to GPRA objectives
- Remain responsive to GP trainee feedback via the Advisory Council
- Remain responsive to key programs that GPRA is delivering.
- Liaise directly with the GP Stakeholder organisations as appropriate
- Involvement in GPRA committees and projects
- Act as GPRA representative on other committees and policy instruments as appropriate

3. Director Behaviour

- Directors are expected to conduct appropriate preparation before meetings and to acquaint themselves fully with the issues confronting the board.
- Directors are expected to act responsibly and to exercise judgement and control in line with corporate legislation and guidelines established by the corporate governance subcommittee.
- Directors are expected to behave ethically and in line with those ethics outlined by the Australian Institute of Company Directors.
- Directors are expected to exercise independent judgement.
- Directors are expected to behave responsibly particularly about confidential information.
- Directors are expected to act responsibly in meetings in line with any code of practices and conduct developed by the Board.
- Directors are expected to avoid conflicts of interest and declare any conflict of interest that does arise from time to time.

4. Meeting Attendance

- Attend meetings as required in accordance with the Board compendium
- Face to Face board meetings (1 days) usually 4 per annum (where possible)
- Respond in a timely manner to any email correspondence.
- Involvement in at least one of the Board committees. (Finance and Risk Management committee or Nominations & Remunerations committee). Frequency of these committee meetings are detailed in the Board compendium.
- Advisory Council Meetings (1-2 days) – optional, but attendance recommended for Elected Directors
- Attendance to stakeholder meetings, conferences as appropriate.

4.0 PROFESSIONAL DEVELOPMENT

- Develop knowledge of director responsibilities
- Develop skills in understanding financial management and accounting requirements of a company
- Gain awareness of strategic marketing skills relevant to the General Practice environment
- Gain an understanding of General Practice work and training environment in Australia and how to affect change to the system
- Develop skills in policy development and review
- Develop media management, negotiation and conflict resolution skills

5.0 PERFORMANCE REVIEW

- Conducted annually by the Chair.

6.0 SELECTION CRITERIA

- Previous non-profit board experience and/or knowledge of non-profit board governance (Appointed Directors).
- Commitment to diversity in its broadest sense.
- Ability to be a team player and work well in a group of individuals representing the diversity and texture of the GP sector.
- Utilise active listening skills and thoughtfulness in considering the depth and breadth of the issues that impact the entire non-profit health sector.
- Ability to negotiate and work effectively with people at all times.
- An understanding of the culture of General Practice in Australia.
- An awareness of the political culture of General Practice.
- Sound organisational and communication skills.
- Have some experience of other medical organisations – preferably both Board and management levels (Desirable).

7.0 CODE OF CONDUCT

- A board member must act honestly, in good faith and in the best interests of the organisation as a whole.
- A board member has a duty to use care and diligence in fulfilling the functions of their office and exercising the powers attached to that office.
- A board member must use the powers of office for a proper purpose, in the best interests of the organisation as a whole.
- A board member must recognise that the primary responsibility is to the organisation's membership as a whole but should, where appropriate, have regard for the interest of all stakeholders of the organisation.
- A board member must not make improper use of information acquired as a board member.
- A board member must not take improper advantage of the position of a board member.
- A board member must properly manage any conflict with the interests of the organisation.
- A board member has an obligation to be independent in judgement and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the board.
- Confidential information received by a director in the course of the exercise of directorial duties remains the property of the company from which it was obtained and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by that company, or the person from whom the information is provided, or is required by law.
- A board member should not engage in conduct likely to bring discredit upon the organisation.
- A board member has an obligation, at all times, to comply with the spirit, as well as the letter, of the law and with the principles of this code.