



## Position Description

### Board Member (Non-Executive Director)

**WORK LOCATION:** Anywhere in Australia

**STATUS:** Voluntary position

**TERM:** Appointed for a three-year term, with option to re-appoint for a further two terms.

#### WHO WE ARE

We're the Australian Conservation Foundation, Australia's national environment organisation. Since 1965, we've protected the air we breathe, the water we drink and the places we love. Driven by the power of people, we won World Heritage listing for the Great Barrier Reef and Kakadu National Park; we secured the \$10 billion national clean energy bank and we returned precious water to the rivers of the Murray-Darling.

We influence governments and businesses to protect the animals, rivers and reefs close to our hearts and hold decision-makers to account without fear or favour. Everything we do is evidence-based and helps nature and people thrive for generations to come.

We won't give up until Australia's nature is protected and regenerated.

#### THE ROLE

The ACF Board play a critical role in the governance and strategic direction of the organisation. The Board ensure that ACF's strategy and finances are run efficiently and effectively, and that plans are implemented in an appropriate manner. The Board is a collaborative, diverse and ambitious group, motivated by ACF's vision and values. Through contributing to Board and sub-committee meetings, individual Board members contribute their expertise and passion to ACF's impact goals.

#### KEY COLLABORATIONS

Board Members work closely and collaboratively with the Board President, Vice-Presidents and CEO. Board Members engage with the ACF Council, which appoints and advises the Board, and engage with ACF members, donors, advocates, stakeholders and partners.



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## RESPONSIBILITIES

### Strategic Oversight:

- Initiate and develop ACF's strategic plan in collaboration with the Council, ACF staff, ACF community and other stakeholders
- Ensure ACF's vision and strategy align with ACF's purpose and maximises impact
- Ensure effective and efficient governance, including compliance with all legal and ethical requirements
- Uphold the responsibilities in the Board Accountability Statement
- Comply with relevant legislative and regulatory framework
- Support achieving fund raising objectives including leveraging networks

### Board Committee:

- Join and participate in one or more specialist committees designed to assist and advise the Board in the conduct of its role.

### Collaboration with the ACF Council:

- Engage with the ACF Council to provide strategic advice on matters of environmental or organisational significance.

### Empower the CEO to deliver:

- Work with the CEO to deliver Board approved strategies, plans and budgets
- Hold the CEO to account against delivery of agreed targets and for excellence in their leadership

## KEY SELECTION CRITERIA

### Core Criteria

1. A genuine commitment to people, nature and ACF's vision and strategy.
2. Experience in strategy, campaigning, or community mobilisation to achieve transformative outcomes for Australia.
3. Integrity, authenticity and driven by principled, ethical behaviours including a commitment to equity and inclusion.
4. Experience in governance of a membership-based Not-For-Profit organisation including financial oversight.
5. Access to relevant networks, and a willingness to engage with them on behalf of the ACF including in fundraising.

### Additional Criteria

In addition to core criteria the Council and Board may from time to time establish additional criteria for any Director recruitment to:



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- (a) Meeting identified skills gaps at the Board level;
- (b) Contribute diversity and inclusion objectives of the Board.

The Board would welcome applications from anyone who meets the core criteria and also has experience in one or more of the following areas:

1. Senior leadership experience, including experience as a CEO, in a relevant field.
2. Experience as a finance professional.
3. Fundraising experience.
4. Experience with digital and/or organisational transformation.
5. Experience with systems change and impact.

### ADDITIONAL INFORMATION

This is a voluntary role, with travel, accommodation and associated expenses covered by ACF. The Board may also award a stipend to the President for their services.

Time commitment and travel:

- The Board meets at least six times a year, through online technology and at times at ACF's head office in Melbourne.
- One day face-to-face Board meetings occur 2 to 3 times a year and require approximately half a day's preparation time.
- 3 hour evening online Board meetings make up the balance and require approximately half a day's preparation time.
- A one day strategy workshop takes place once a year, usually at ACF's head office in Melbourne.
- This may involve some preparation time before the workshop.
- A 1.5 hour online annual AGM which for most Board members requires no preparation.
- Expectation that Directors will participate in at least one committee of the Board. These committees meet online for 1 to 2 hours usually in the weeks before or after a Board meeting.

ACF holds a suite of association insurance including Directors and Officers and Public Liability components



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## How we walk the talk

Value	We go big!	We're for fair	Everything we do is evidence-based	Team first	We shake things up but we never give up
	<i>We advocate for big, bold change because that is the only way to deliver the scale and speed of the change we need.</i>	<i>We welcome anyone from Australia's diverse community to join us to create fair outcomes for nature and all people.</i>	<i>We use the available evidence and our judgement to take decisive action.</i>	<i>Together everyone achieves more. That's why we bring people together to have the biggest possible impact for nature.</i>	<i>We never stray from our big goals but we try new things to achieve them because the clock is ticking on nature.</i>
Your role	<ul style="list-style-type: none"> <li>• Ask the question, how does this align with our strategy?</li> <li>• Be bold - think outside the box.</li> <li>• Take leave so you can stay energised!</li> </ul>	<ul style="list-style-type: none"> <li>• Be kind, treat others with respect.</li> <li>• Find and listen to perspectives that are different to your own.</li> <li>• Create inclusive spaces.</li> <li>• If you see something that is unfair, speak up.</li> </ul>	<ul style="list-style-type: none"> <li>• Use evidence to inform your work.</li> <li>• Seek out and respect the expertise of others.</li> <li>• Recognise when you have enough information to make the decision and back your judgement.</li> </ul>	<ul style="list-style-type: none"> <li>• Don't be afraid to ask for help.</li> <li>• Have fun and make space for others to do the same.</li> <li>• Take responsibility for ACF's success.</li> </ul>	<ul style="list-style-type: none"> <li>• Share wins, losses and learnings.</li> <li>• When you have an idea, speak up!</li> <li>• Celebrate progress.</li> </ul>
Your manager's role	<ul style="list-style-type: none"> <li>• Work with you to establish measures for your work.</li> <li>• Encourage you to be ambitious.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide fair and equal opportunities based on your needs and the needs of ACF.</li> <li>• Support you to resolve issues, in line with ACF's policies.</li> <li>• Hold you accountable to ACF values.</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge you to back your decisions with evidence.</li> <li>• Work with you to evaluate and refine your approach for next time.</li> </ul>	<ul style="list-style-type: none"> <li>• Value the unique expertise of different team members</li> <li>• Create time for teams to come together.</li> <li>• Empower you to do your job.</li> <li>• Foster effective collaboration across ACF.</li> </ul>	<ul style="list-style-type: none"> <li>• Support you to try new approaches to your work.</li> <li>• Work with you to identify the skills you need to build.</li> <li>• Discuss your career aspirations and provide guidance to help you get there.</li> </ul>
ACF's role	<ul style="list-style-type: none"> <li>• Be ambitious in setting organisational goals.</li> <li>• Evaluate our work and measure our progress.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain a space where everyone feels they belong.</li> <li>• Take people's ideas, worries, and needs seriously.</li> <li>• Have fair and well communicated policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and maintain evidence-based policy positions.</li> </ul>	<ul style="list-style-type: none"> <li>• Prioritise time together to build relationships.</li> <li>• Trust our people.</li> <li>• Monitor, measure and seek to improve the staff experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a space for staff to try, fail, succeed and learn.</li> <li>• Encourage and resource innovation.</li> </ul>



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