ELECTED DIRECTOR – ROLE DESCRIPTION

Date board approved: 17 June 2026

Role	Elected Director
Board Composition	The Director will be one of six Directors elected by Members to the Board. In addition, the Board can appoint up to three additional Directors.
Term	3 years commencing at the end of the next AGM. Elected Directors can re-stand for election for one additional term of 3 years.

Commitments	
Board meetings	Attendance at all Board meetings which are held a minimum of four times a year for one day (in person at FAAA Offices or other location), as well as additional meetings (usually virtual) as required. Two in person meetings per year include a second strategy day.
Committee meetings	Directors should expect to serve on at least one Board Committee, and the time commitment is approximately 2 days per month in addition to board meeting commitments. The Committees are Finance, Risk and Audit, Governance and Remuneration, Policy and Regulations, Conduct and Integrity, Major Events Advisory Committee, and Culture and Community.
AGM / EGM	All Directors must attend the AGM which is usually held during the FAAA Annual Congress (and may be virtual or hybrid). If an EGM is required, all Directors are expected to attend.
Congress	All Directors are encouraged to attend the FAAA Annual Congress for the duration of the Conference. Directors attending at the FAAA's cost are expected to carry out duties to support the Congress and members as required. These may include, but are not limited to, hosting rooms and being available on the FAAA stand in the expo.
Annual Roadshow and other events	Directors may be requested to represent the FAAA at the Roadshow nearest to them or at other events.
Travel	Interstate travel may be required as Board meetings, or the Congress may be held around Australia.
Time	In addition to the time commitment to travel to and attend meetings, Directors are expected to devote sufficient time to prepare for meetings. Directors should expect to take part in regular conference calls on governance, financial and general compliance issues. Total time commitment is of the order of 3 days per month, average plus additional time for committees.

Competencies – role
- Knowledge of a Director’s responsibilities. Requires an understanding of the role and the legal, ethical, fiduciary and financial responsibilities. Expected to have undertaken appropriate AICD training, or be willing to undertake this training within first 12 months of appointment at own cost (which can be offset against director fees   - Strategic expertise. Able to contribute to the effective decision making of the Board.   - Compliance and Risk Management experience. Used to managing areas of significant risk to the FAAA, plus compliance with laws, duties and responsibilities.   - Financial literacy. Able to read and comprehend the accounts and financial material presented to the board and knowledge of the financial reporting requirements of the FAAA.   - In depth knowledge of the profession. Likely to be ordinary members with at least two years active involvement with the FAAA via work with the Committees, Chapters and Communities.
Competencies – personal
- Integrity. Always acts ethically, exhibiting appropriate independence and placing the FAAA’s interests first.   - Collegiate style. Able to contribute as an effective team member with empathy and strong interpersonal skills. Tactful and able to work in a group and accept the final decision of the group.   - Challenging and courageous. Must be willing and able to ask questions and persist in a robust discussion if required whilst remaining respectful.   - Commercial acumen. Demonstrates good business instinct and able to absorb and process complex information.   - Active contributor. Demonstrates a passion for the direction of the profession and has genuine interest in the FAAA and its business.

Remuneration and Benefits	
Annual Fees	Elected Directors are currently entitled to receive fees of $37,600 including SGC per year (approved 6 August 2025).