

## Background

Originally established in 1948, Greenlife Industry Australia (GIA) is a not-for-profit organisation that represents and supports the Australian greenlife sector, including growers of plants, retailers and allied services.

GIA plays a vital role by working closely with nursery and garden associations across the country, as well as other stakeholders, to benefit the entire greenlife sector.

## Board Opportunities

We are seeking applications for two non-executive director positions on the GIA board.

- **Position 1:** Currently held by a Nick Hutchinson who is seeking re-election after completing his first term.
- **Position 2:** Vacant.

## Our Strategy

GIA's strategic plan is built on five key pillars:

1. **Advocacy:** influencing national policy from our headquarters in Canberra.
2. **Best Practice:** delivering programs, awards, and a national conference.
3. **Nursery Levy:** mandated as the custodian of the investment system for greenlife research, development, and marketing.
4. **Biosecurity:** playing a crucial role in protecting Australian plant life.
5. **Marketing:** increasing awareness and grow the Australian greenlife industry.

We look forward to welcoming new directors who can contribute to these important areas.

## GIA Director Requirements

GIA is committed to building a board with the right mix of skills and experience. We encourage individuals with relevant experience, strengths, and availability as described in the role description to apply. We value diversity within the board of directors.

- **Commitment:** Up to 6 meetings per year, with 4 in-person (which may require interstate travel).
- **Compensation:** Directors are unpaid volunteers, but all out-of-pocket expenses will be reimbursed.

## Nomination Process and How to Apply

GIA is committed to equality of opportunity and all applicants are required to follow the same process, as set out below:

- **Support Required – Nomination Notice:** If you want to apply to be a GIA director, your application must be supported by an existing GIA member. You need to ask an existing GIA member to complete a Nomination Notice. An existing GIA member can support more than one applicant. For more information or confirmation on existing GIA members, please contact Alina Sedmak (details below). We cannot accept applications without a supporting nomination.
- **Application Form:** Complete the GIA Director Application form, ensuring you address the requirements of the role description and selection criteria. Please take care to read the information carefully and respond to all questions and prompts as set out in the form.
- **Submit:** Email the following completed documents in PDF format:
  - GIA Director Application form; and
  - Nomination Notice.

**To:** Alina Sedmak, GIA Company Secretary

**Email:** [alina.sedmak@greenlifeindustry.com.au](mailto:alina.sedmak@greenlifeindustry.com.au)

**By:** 5pm AEDT on 18 October 2024

- **What Happens Next:** The Nominations Committee, in accordance with the GIA Constitution, will review all applications and develop a shortlist of potential candidates. The Committee may determine the number of candidates put forward for election and may decide not to recommend any candidates. The Committee's decisions are final. The Committee is unable to provide feedback to applicants or other stakeholders on its role, the discussions that took place, or the reasons behind the decisions made during the assessment process.

You will be notified by 31 October 2024 if you have been nominated for election at the AGM.

## Important Dates

- **Applications Close Date:** 5pm AEDT, on 18 October 2024
- **Annual General Meeting (AGM):** 21 November 2024
- **Election:** If there are more nominees than seats available, an election will be held at the AGM. The two candidates with the most votes will join the board.

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For more information, please contact Alina Sedmak, GIA Company Secretary:

Phone: +61 404 073 734

Email: [alina.sedmak@greenlifeindustry.com.au](mailto:alina.sedmak@greenlifeindustry.com.au)

We look forward to receiving your application!

## Main Responsibilities of a GIA Director

- **Act with Integrity:** Always act honestly, in good faith, and in the best interests of GIA, using care and diligence.
- **Set Strategic Direction:** Help establish and monitor strategies to guide and control GIA's activities.
- **Prioritize GIA's Interests:** Focus primarily on GIA and its members while considering stakeholders' interests when appropriate.
- **Allocate Resources:** Ensure resources are available to achieve GIA's strategic goals and oversee their use.
- **Manage Leadership:** Appoint, oversee, and evaluate the performance of the CEO.
- **Ensure Good Governance:** Oversee a governance and risk management framework that aligns with GIA's values.
- **Monitor Performance:** Keep track of GIA's financial, investment, and operational performance and report to stakeholders.
- **Maintain Service Quality:** Ensure services meet or exceed strategic goals.
- **Use Information Responsibly:** Do not misuse information gained as a director for personal gain or to harm GIA.
- **Financial Responsibility:** Manage GIA's finances responsibly and ensure it doesn't operate while insolvent.
- **Legal Compliance:** Stay aware of and comply with all legal obligations, and carefully manage conflicts of interest.
- **Maintain Confidentiality:** Keep all information received as a director confidential, both during and after your term.

## Personal Attributes Required

- **Integrity:** Commit to fulfilling your director duties, putting GIA's interests first, declaring potential conflicts of interest, and maintaining board confidentiality.
- **Effective Communication:** Listen well, respect others' views, and communicate effectively with a broad range of stakeholders.

- **Emotional Intelligence:** Understand and manage your own and others' emotions.
- **Constructive Questioning:** Ask questions, think independently, and challenge management and peers constructively.
- **Team Player:** Work well in a team and dedicate time to actively contribute to GIA.
- **Influencer:** Negotiate and influence others to achieve desired outcomes.
- **Critical and Innovative Thinking:** Analyse complex information, identify key issues, and develop creative solutions.
- **Continual Improvement:** Seek feedback, engage in personal development, and stay current with knowledge.
- **Leadership:** Represent GIA, shape board culture, and take responsibility for decisions and actions.

## Requirements & Time Commitments

- **Meetings:** Attend up to 6 meetings per year (including the AGM), with four in-person meetings requiring interstate travel.
- **Availability:** Be available between meetings to provide input on specific issues.
- **Representation:** Represent GIA at greenlife sector events as needed.
- **Preparation:** Read meeting agendas and papers in advance.

## Terms of Appointment

- **Volunteer Role:** Directors serve as volunteers for an initial term of 3 years.
- **Expenses Covered:** GIA covers out-of-pocket expenses for meetings and events (travel, accommodation, meals).
- **Qantas Club Membership:** GIA offers Qantas Club membership to all directors.