



INDEPENDENT CHAIR

JOB & PERSON SPECIFICATION

JUNE 2018



JOB SPECIFICATION

- POSITION:** Independent Chair
- LOCATION:** Tanunda, South Australia
- TIME COMMITMENT:** On average there are 6 board meetings per year. The Chair is also expected to have regular meetings with the Chief Executive, to attend committee meetings where appropriate and to represent BGWA at various events and meetings with key stakeholders.

BACKGROUND

The Barossa Wine Industry Fund was established in August 2007 under the Primary Industry Funding Schemes Act 1998 (the Act). The fund is established for the benefit of growers and wineries of the Barossa.

Barossa Grape & Wine Association Incorporated (BGWA) was formed to administer that fund and to ensure the ongoing preparation and implementation of management plans in accordance with the Act.

BGWA has approximately 550 grower and 180 winemaker members. The association is governed by a board of management elected from its membership and may also have up to two directors with special skills appointed by the board.

Clause 8.1 of the BGWA Constitution specifies that the association must appoint an “Independent Chair” and clause 8.5 provides that the independent Chair cannot be a contributor to the fund or an officer or employee of a contributor to the fund. This independence implies an even-handed approach to both grape growing and winemaking issues and acting always in the best interests of the Barossa wine industry community as a whole.

The Chair is appointed by the BGWA board according to the requirements of the constitution and is eligible for re-appointment.

POSITION PURPOSE

The Chair will provide inclusive leadership of the board and is pivotal in the creation of the conditions necessary for board and individual director effectiveness.



KEY RESPONSIBILITIES

Governance

- Chair meetings of the board effectively and efficiently, bringing impartiality and objectivity to the decision-making process
- Chair general meetings and public meetings of the association and ensure correct procedures are followed.
- Work closely with the Chief Executive to ensure meetings are well planned, meaningful and reflect the responsibilities of directors
- Ensure that directors are fully engaged and that decisions are taken in the best, long-term interests of the BGWA and that the board takes collective ownership
- Foster, maintain and ensure constructive relationships with and between directors
- Ensure that the responsibilities of the board are understood by both board directors and management and that the boundaries between board and management responsibilities are understood and respected;
- Develop the knowledge and capability of the board;
- Encourage positive change where appropriate;
- Chair a nominations committee to nominate special board members with desired skills who would add value to the board's deliberations and put forward for board consideration pursuant to clause 8.3 of the Constitution;
- Ensure mechanisms are in place to facilitate ongoing evaluations of the effectiveness of the board;
- Ensure that the board incorporates the right balance of skills, knowledge, diversity and experience needed to govern and lead BGWA effectively, and which also reflects the needs of its membership.

Committees:

- Attend committee meetings ex-officio, if and when appropriate;
- Engage with Chairs of Grape Barossa and Wine Barossa Committees and participate in developing the committees and their standards of performance;
- Ensure that the board has an understanding of committee activities and that where functions are delegated to committees, those functions are carried out and the results reported to the board.

Strategic leadership

- Provide leadership to the board, ensuring that BGWA has maximum impact for its members
- Ensure that directors fulfil their duties and responsibilities for the effective governance of the BGWA
- Ensure that the board provides a clear strategic direction for BGWA and has accountable oversight for monitoring outcomes.
- Ensure that the board regularly reviews major risks and associated opportunities, and satisfies itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the board fulfils its duties to ensure sound financial health of the organisation, with systems in place to ensure financial accountability.



External Relations

- Maintain close relationships with key members of governments and with key influencers
- Act as a spokesperson for the organisation when appropriate
- Represent BGWA at external functions, meetings and events when appropriate
- Facilitate change and address any potential conflict with external stakeholders

Relationship with the Chief Executive and the wider management team

- Establish and build a strong, effective and constructive working relationship with the Chief Executive, ensuring s/he is held to account for achieving agreed strategic objectives
- Support the Chief Executive, whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the Chief Executive and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Chief Executive to maintain an overview of the BGWA's affairs, providing support as necessary
- Conduct an annual appraisal and remuneration review for the Chief Executive in consultation with other directors
- Ensure that the Chief Executive has the opportunity for professional development and has appropriate external professional support
- Use personal networks and contacts to support the Chief Executive build strategic alliances and beneficial relationships

Additional information

The Deputy Chair acts for the Chair when the Chair is not available.



PERSON SPECIFICATION

The Chair will possess the following personal qualities, experience and expertise:

Personal Qualities

- Have the ‘presence’ and strength of character to lead a significant membership organisation
- Exhibit excellent inter-personal and relationship building abilities and be comfortable in a leadership role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Have high level networks that can be utilised for the benefit of Brand Barossa
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours
- Fit with Barossa’s cultural and environmental values (refer Barossa brand card)

Experience

- Experience operating at a senior strategic leadership level
- Successful track record of past achievement in organisation / business dealings
- Significant experience of governance, Chairing meetings and working with or as part of a board
- Experience engaging with diverse shareholder /stakeholder groups

Knowledge and skills

- Broad understanding of the wine industry and the current operating environment
- Strong commercial acumen and financial management expertise
- A broad understanding of issues relating to NFP and membership organisations
- Understanding of regional communities, regional development, the challenges and opportunities
- Strong leadership skills, ability to motivate, bring people together, manage stakeholder relationships

Term

Under the BGWA Constitution, the Chair’s term is currently one year and the Chair is eligible for re-appointment. This is currently under review by members with the intention of the Chair’s term being determined by the board.



HOW TO APPLY

Applications in Word format only should be forwarded to Justin Hinora by email to 23162@hender.com.au

Telephone enquiries are welcome and may be directed to Justin or Lucy Dinnison-Mitchell on (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.