



CHAIR

JOB & PERSON SPECIFICATION

NOVEMBER 2025



Industry House, National Wine Centre,
Cnr Botanic & Hackney Rd, Adelaide SA 5000

The Wine Grape Council of South Australia (WGCSA)

Chair of the Committee

Position Description

Position Overview

Position Title: Chair of the Wine Grape Council of South Australia (WGCSA)

Location: South Australia (location flexible within the state)

Appointment Type: Chair

Reports To: WGCSA Committee

Term: Two years, with eligibility for reappointment for a further two years.

Role Purpose

The Chair of WGCSA provides strategic leadership and governance oversight, ensuring the Committee operates effectively and in the best interests of South Australia's wine grape growers. The Chair leads the Committee in delivering strong, strategic governance; facilitates Committee meetings; fosters a culture of collaboration; and serves as the primary liaison between the Committee and the Chief Executive Officer (CEO). In addition, the Chair advocates for growers, promotes a unified voice across the sector, and ensures effective engagement with industry and government stakeholders, including through cross-sectoral leadership roles with Australian Grape & Wine (AGW) and Primary Producers SA (PPSA).

Time Commitment

The Chair role requires a significant but manageable time investment, estimated at approximately 25-30 days per year. This includes regular Committee and CEO meetings, participation in cross-sectoral forums through AGW and PPSA, and attendance at key industry and stakeholder events. Flexibility is essential, with additional time required for ad hoc discussions and urgent matters as they arise. Attendance at AGW and PPSA meetings is a mandatory component of the Chair's responsibilities.

The expected time commitments include:

- 5 x WGCSA Committee meetings annually (up to 3 hours each).
- Fortnightly meetings with the CEO (up to 1 hour).
- 4 x Australian Grape & Wine (AGW) Board meetings annually (full-day each, 1 meeting in Canberra).
- 6 x AGW Board Sub-committee meetings or forums annually (half-day each).
- 4 x AGW Levy reform Committee meetings annually (half-day each).
- 4 x Primary Producers SA (PPSA) and PIRSA (Primary Industries and Regions South Australia) full-day meetings annually.

- Occasional participation in key industry, regional and stakeholder events.
- Ad hoc discussions with the CEO and Committee Members as required.

Key Responsibilities

As the Chair of the WGCSA, the role provides strategic leadership, ensures robust governance, and represents the interests of South Australian wine grape growers at state and national levels. Key responsibilities include:

1. Governance and Committee Leadership

- Chair all Committee meetings with impartiality, ensuring effective conduct, decision-making, and Committee engagement.
- Ensure meeting agendas align with WGCSA's strategic priorities and that Committee members are well-informed and prepared.
- Lead the development and ongoing refinement of WGCSA's strategic plan in consultation with the Committee and the CEO.
- Ensure the Committee operates in accordance with WGCSA's Rules of Association and relevant legislation.
- Oversee the performance evaluation of the Committee, its Sub Committees and individual members on an annual basis.
- Clarify and reinforce the distinction between governance and management, maintaining strategic oversight while respecting operational boundaries.
- Ensure governance policies and Committee procedures are implemented effectively and reviewed regularly.

2. Strategic Direction and Accountability

- Provide leadership in shaping, reviewing and monitoring WGCSA's strategic direction and performance.
- Ensure appropriate frameworks are in place for assessing organisational outcomes, financial sustainability, and risk management.
- Work collaboratively with the CEO to enable the effective delivery of strategic goals and operational plans.
- Play an active role in setting WGCSA's advocacy agenda and identifying key policy priorities in line with grower interests.

3. Stakeholder Representation and Advocacy

- Serve as the principal spokesperson for WGCSEA, where appropriate.
- Represent WGCSEA at Australian Grape & Wine (AGW) and Primary Producers SA (PPSA) meetings, as a required responsibility of the role.
- Champion the interests of South Australian wine grape growers at both state and national forums.
- Foster and maintain constructive relationships with government agencies, regional grape and wine associations, state and national industry bodies, and other key stakeholders.
- Promote collaboration and shared purpose with commodity groups within PPSA.

4. Relationship with the Chief Executive Officer (CEO)

- Foster and maintain a professional, open, and constructive working relationship with the CEO, based on clear communication, mutual respect, and accountability.
- Monitor CEO performance against the organisation's goals and objectives.
- Provide guidance and support through coaching, mentoring and feedback to further develop their skills and performance while maintaining clear boundaries of responsibility.
- Lead the process for CEO recruitment, annual performance evaluation and management, and—if necessary—succession and exit plan management.
- Ensure the CEO has access to appropriate personal development resources, industry support networks and regular feedback.

5. Relationship with the Committee

- Provide leadership to the Committee, ensuring effective governance, strategic focus, and cohesive decision-making.
- Facilitate open, respectful, and constructive dialogue among Committee members to support informed and timely decisions.
- Build and maintain a productive working relationship with individual Committee members, promoting accountability and active engagement.
- Ensure the Committee operates in accordance with its Charter, policies, and obligations, and regularly reviews its own performance.

6. Member Engagement

- Promote and support a culture of regular and transparent communication with WGCSA members, industry partners and affiliated organisations.
- Represent WGCSA at key forums, industry events and consultation processes, particularly where grower interests are being considered.
- Promote unity and advocacy across the wine grape sector by fostering dialogue and participation from across South Australia's diverse growing regions.

Leadership Requirements

Essential Skills and Experience

- Significant experience as a Chair or non-executive director in a member-based, primary industry or not-for-profit organisation.
- Strong understanding of the South Australian wine grape sector and its regulatory, economic and environmental context.
- High-level communication and negotiation skills, with the ability to build consensus.
- Demonstrated experience in stakeholder management and advocacy.
- Integrity, independence and the ability to manage conflicts of interest appropriately.

Desirable Attributes

- Experience in working with the government and influencing policy outcomes
- Knowledge of the wine value chain and agricultural commodity organisations
- Demonstrated leadership in cross-sector collaboration
- Governance qualifications (e.g., AICD or equivalent)

Remuneration

Proposed Base Amount

- To be negotiated.

Rationale

- The remuneration will reflect the time commitment, responsibilities, and expertise required for the role.
- It will align with industry standards for similar positions within not-for-profit and member- based organisations in Australia.

For further information on the Wine Grape Council of South Australia, visit our website
<https://www.wgcsa.com.au/>



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.