



MANAGEMENT COMMITTEE

POSITION DESCRIPTION

Primary Role Objective

Steer the strategic direction of the cruise industry as an active member of Australian Cruise Association's Management Committee for the benefit of all members.

Responsibilities:

Deliver the Strategic Plan as outlined in the Annual Operating Plan, in accordance with the Rules of Association, Governance Principles and Code of Conduct. Responsibilities include:

- Provide policy and strategic direction through active participation at the AGM, Management Committee meetings, sub-committees, workshops and industry events;
- Represent Australian Cruise Association members' interests at national and international forums;
- Manage the Association's assets and interests - implement management procedures and reporting structures;
- Manage members' funds through sound financial management/performance, incl. annual budget, annual accounts, year-to-date financial reports, audit/Office of Fair Trading and BAS;
- Manage the delivery of key priority projects;
- Membership recruitment – actively grow the organisation and develop tangible benefits for members;
- Manage the CEO's performance;
- Annually review, update and implement the Strategic Plan and Annual Operating Plan;
- Deliver the tasks and actions in the Strategic Plan and Annual Operating Plan as they apply to the respective portfolios for the Chairman, Deputy Chairman, Treasurer and Committee Member.

Personal Attributes and Experience:

Incumbents should demonstrate wholly, or in part, the following attributes and experience:

- Management experience with conceptual and analytical abilities;
- An extensive knowledge and/or experience in the cruise/tourism industry;
- Demonstrated understanding of marketing principles incl. consumer research;
- Port/cruise industry management (incl. ship dimensions and shoreside logistics);
- Financial accounting qualifications/experience gained from a financial background;
- Demonstrated understanding of governance principles;
- Knowledge of Australian destinations/regions, products and services and a preparedness to impartially represent all Australian Cruise Association members (incl. competitors);
- Knowledge and/or business relationship with cruise line decision makers;
- Effective communications and interpersonal skills with lateral thinking abilities;
- Ability to deputise for Chairman and/or Management Committee members.

Management Committee Member's Parent Organisation:

The parent organisation of an elected Management Committee member should be prepared to allow and/or commit the:

- Member to impartially represent the Australian Cruise Association region and all other members;
- Member to be an industry spokesperson;
- Member to be available for up to 20 days per year for Australian Cruise Association business;
- Funds for the Member's attendance at meetings (including travel, accommodation, meals etc). Estimated \$10,000 p.a. (Reimbursement may be sought to recover expenses up to \$5,000 per annum on proof of receipt to CEO).
- Approve interstate and overseas travel.