



BOARD OF MANAGEMENT

POSITION DESCRIPTION

Primary Role Objective

Provide strategic support and leadership as part of a Board of Management to the Australian Cruise Association for the benefit of all members, ensuring the highest level of governance.

Responsibilities:

Support the delivery of 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, Board meetings, sub-committees, workshops and industry events where required;
- Represent Australian Cruise Association members' interests at national and international forums;
- Manage the Association's assets and interests - implement management procedures and reporting structures;
- Provide operational support for planning, executing and evaluating sub-committee activities that are relevant to each board member;
- Ensure sound financial management/performance of members' funds , incl. annual budget, annual accounts, year-to-date financial reports, audit and BAS;
- Oversee the delivery of key priority projects;
- Actively grow the membership of the organisation and develop tangible benefits for members;
- Manage the CEO's performance;
- Review, update and implement the Strategic Plan and Operating Plan on an annual basis;

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 contemporary marketing principles;
- Experience in Port/cruise industry management;
- 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;

Management Committee Member's Parent Organisation:

The parent organisation of an elected Board of Management 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.
- Approve interstate and overseas travel.