



## Applicant Information Pack

This Applicant Information Pack provides you with the information you need to complete an application for a WoTL Ltd Board position.

This Information Pack contains the following elements:

1. Position description, accountabilities and responsibilities, and selection criteria.
2. Selection process description including application lodgement instructions.
3. Application form.

## About WoTL

WoTL's vision is a thriving agricultural industry that recognises the influential contribution of women. As a Not-For-Profit WoTL provides insightful leadership through collaboration and exists to amplify the positive influence of women in agriculture.

WoTL produces outcomes by identifying and delivering responsive and effective initiatives such as professional development and networking. Working with partners and funding bodies WoTL delivers inspiration and growth across Australia.

With its headquarters in South Australia, registered with ASIC WoTL is a Company Limited by Guarantee under the Corporations Act 2001.

## Position description

WoTL is seeking to elect 7 Board members who are active contributors to the organisation. On behalf of its membership, Directors serving a term on the WoTL Board are expected to participate fully in the strategic governance of the organisation, in service to women in agribusiness.

The position is open to suitable applicants from across Australia. WoTL is committed to creating an inclusive environment and maintaining a diverse and highly skilled board.

## Responsibilities and duties

The key responsibilities of all Directors are:

- To participate in all Board meetings.
- To contribute to the development of and monitor the achievement and implementation of the strategic plan.
- To contribute as necessary and appropriate to all Board policy and operational discussions between Board meetings.

- To participate (directly or indirectly) in Board working groups and committees, especially ones that relate to Directors skills and experience.
- To submit regular reports to the Board on activities and results managed within the Director's portfolio.

The key duties of all Directors include:

- To ensure the Company complies with its constitution and all relevant legislation and regulations, according to its legal registration.
- To ensure the Company pursues its non-profit objects as defined by its constitution and uses its resources exclusively in pursuance of its non-profit objects.
- To contribute actively to the Board's role in providing strategic direction to the Company – setting overall policy, defining goals, setting targets and evaluating its performance against agreed targets.
- To safeguard the vision, mission and values of the Company.
- To ensure the effective and efficient administration of the Company.
- To ensure the financial stability of the Company.
- To protect and manage the property of the Company and to ensure the proper investment of its funds.
- To manage WoTL's relationship with and performance of paid staff and contractors.

In addition to the above essential duties, Directors should use their specific skills, knowledge and experience to help the Board reach sound decisions. This may include:

- Scrutinising Board documentation.
- Leading both exploratory and consensus-building discussions.
- Strategising around key issues.
- Providing guidance and leadership for initiatives.
- Working on other matters for which the Director has special expertise.

## Meeting Requirements

The WoTL Board meets monthly via videoconferencing or teleconferencing with meetings lasting for 90 minutes. Out of session electronic voting is also used as required.

Directors are expected to participate in at least 75% of Board meetings each year.

In addition to this, the Board meets face to face at least once per year and Directors are expected to travel to a central location for these meetings (usually Adelaide). Duration of the face to face meetings is typically half to a full day.

Outside Board meetings, Directors are expected to contribute to Board committees and lead initiatives to support meeting the agreed strategic objectives.

Total time commitment is expected to be a minimum of 100 – 150 hours per annum.

## Board Positions

The Board of WoTL consists of up to seven members.

## Selection criteria

### Essential qualities:

- **Commitment to WoTL and its values** – demonstrated commitment to elevating the positive influence of women in agriculture, is a member of WoTL in good standing and agrees to support the purpose of WoTL as stated in its constitution. It is desirable for the applicant to have had active involvement with WoTL in the past 12 months.
- **Leadership and governance** – experience and capability in leadership, and can demonstrate an understanding of governance and management principles, including understanding and accepting the legal duties, responsibilities and liabilities of a Company Limited by Guarantee. It is desirable for the applicant to have experience in leadership, governance or management of a not-for-profit organisation.
- **Delivery focus** –willing and able to commit time and energy into supporting the growth and development of WoTL as an organisation and has capacity to work independently and with others to fulfil the role. Experience in leading high performing teams that have had success in achieving outcomes in a complex environment is desirable.
- **Business acumen** –a history in making successful organisational decisions and being able to recognise and seize business opportunities.
- **Strategy and planning** - demonstrated capacity for thinking and acting strategically and developing and implementing plans.

### Personal Attributes:

- Good English verbal and written communication skills
- Skilled and experienced in working collaboratively and building networks
- Capacity to operate remotely as part of a team using technological platforms
- Prepared to travel as necessary
- Dependable with a proven track record of delivering on commitments
- Sound independent judgement, ability to think creatively and share opinions candidly
- Exercises the principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### Desirable Skills and experience:

The applicant should be highly competent and skilled in at least one of the following areas.

- **Commercialisation and product development** with a strong customer focus.
- **Relationship management and networks** with a focus on building partnerships. Networks across agriculture and/or the agricultural service industries will be considered an advantage.
- **Industry knowledge/experience** in agriculture, agribusiness and/or regional development, with cross-sectoral experience considered an advantage.
- **Marketing, promotions and communications**, including through mainstream and social media platforms.
- **Finance** and financial management
- **Information and communication technology**
- **Innovation, disruption and change management**

- **Program design and evaluation**
- **Legal knowledge** or contract and policy development

### Selection process description

To confirm your candidacy, please provide the following:

- Your completed Application Form
- Your current résumé or CV

Please send this information to the WoTL Board at [eo@wotl.com.au](mailto:eo@wotl.com.au). You can expect to receive a confirmation of receipt within 48 hours.

WoTL Members will vote on Director Nominations on the 26 November 2021 at the WoTL Annual General Meeting.