AUSTRALIAN DIVISIONS OF GENERAL PRACTICE

DIRECTOR POSITION DESCRIPTION

DATE: 1 July 2006

POSITION TITLE:	ELECTED DIRECTOR
REPORTS TO:	BOARD – ADGP
REMUNERATION:	As agreed by the membership at the ADGP AGM (currently $21,000 PA)

A. **JOB PURPOSE**

To govern the organisation which includes setting the strategic direction of the Company, monitoring organisational performance and undertaking fiduciary duties as a director of ADGP Ltd.

B. **SELECTION GUIDELINES**

ESSENTIAL

- Registered general medical practitioner;
- Experience working within a Division in a governance role;
- Knowledge and skills in areas of Board governance, such as finance, policy development etc;
- Demonstrated commitment to and understanding of ADGP's policies, vision, and vision for the Divisions Network.

DESIRABLE

- Demonstrated commitment to training in corporate governance by a professional organisation (eg; AICD, AIM);
- Commitment to a team approach.

C. **QUALIFICATIONS**

- Registered Medical General Practitioner within Australia.

D. **ROLES AND RESPONSIBILITIES**

1. **Governance of ADGP**

1.1 participate in all ADGP Board meetings either in attendance or via communication with senior management, including providing effective discussion and resolution of issues, meeting of fiduciary duties, and meeting the interests of the Company;

1.2 participate in and bring items to the agenda of the organisation;

1.3 identify succession planning for the governance of the Company.

2. **Interaction with Members and Key Stakeholders**

2.1 to advocate on behalf of, and canvass the views of ADGP's Members;

2.2 to ensure the interests of the divisions network are communicated and conveyed to key stakeholders; and

2.3 to enhance relationships with other key stakeholders within the primary care arena.

3. **Leadership**

3.1 provide leadership to the divisions network;

3.2 participate in the development of long-term goals and strategic direction in consultation with the Directors of the Board for the Company;

3.3 liaise with other key general practice and peak body groups.

4. **Corporate Governance**

4.1 to ensure the organisation is well managed, through liaison with the CEO;

4.2 adhere to the Board role statement;

4.3 participate in the Board's performance appraisal;

4.4 participate in the Board's performance appraisal of the Chair;

4.5 participate in the Board's performance appraisal of the CEO;

4.6 ensure compliance with all relevant corporate laws;

4.7 assess and monitor risks to the organisation.

5. **Representation**

5.1 to represent ADGP at forums/meetings within their state/territory as appropriate;

5.2 to represent ADGP at forums/meetings or on committees nationally as appropriate and in agreed areas of specific interest;

5.3 at the discretion of the Chair, represent the Chair at forums/meetings or on committees as appropriate.

6. **Other**

6.1 other duties as directed by the Members.

E. **TERM OF APPOINTMENT**

- Elected as per the Constitution by the Members via each State and Territory for a period of two years, or until the nearest AGM.