



POSITION TITLE: General Board Member

DATE: March 2024

REPORTS TO: REAIE Executive and Board

POSITION: This is a voluntary position with Executive Officer approval required in advance for role related expenses.

POSITION DESCRIPTION

Purpose of role To advocate for the work of REAIE in collaboration with other Board members, employees and the REAIE membership.

To be read in conjunction with:

- **The Code of Conduct and**
- **The REAIE Purpose, Vision and Mission Statement**

Main duties/responsibilities of the role

- Acting with care and diligence as a representative of REAIE, advocating for the work of REAIE and its purpose, mission and values.
- Contribute to setting core governance structures, including the organisation's risk appetite, purpose and strategic direction.
- Promoting the work of Reggio Children and its application in the Australian context.
- Contribute to creating a positive organisational culture.
- Developing and maintaining professional relationships with employees.
- Actively attend and participate in at least 70% of Board meetings and Task Group meetings.
- Actively engage in Board business and decision-making, including appropriately preparing in advance of meetings e.g., reading all papers and seeking clarification as required prior to the meeting and committing to promptly follow up any actions in preparation for the next Board meeting or Task Group meeting.
- Monitor REAIE emails and respond within 72 hours.
- Supporting other members' contributions to the work of REAIE.
- Maintaining strict confidentiality regarding all aspects of Board discussion and decision-making.
- Acting in accordance with REAIE policies and procedures.

The above list is not exhaustive, and the role may change to meet the overall objectives of the organisation in line with the requirements from Reggio Children as a member of the International Network.

Other duties

- Fulfil other duties as required by the Executive, Executive Officer and the REAIE Board as requested/required.

Knowledge / Experience

The individual should:

- Demonstrate strong understanding and commitment to promote the educational project of Reggio Emilia and how this applies within the Australian context.
- Have leadership and management experience.
- Demonstrate knowledge, understanding and commitment to the organisation's aims and purpose.
- Have experience or knowledge of how Board's operate and an understanding of governance principles.
- Have an ability to understand financial results.

Skills, competencies, and personal attributes

The individual should have:

- Excellent communication and collaboration skills.
- An ability to negotiate and express a point of view sensitively.
- An ability to work autonomously and as part of a team.
- An ability to build and maintain professional business relationships with key stakeholders.
- A professional approach and an ability to be impartial and objective.
- Organisational and time management skills.
- A positive approach to change.

This position description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties.