



Position Description

Board Chair

Dr. Jane Goodall DBE, world-renowned ethologist, humanitarian, conservationist and UN Messenger of Peace, founded the Jane Goodall Institute in 1977. Jane's pioneering study of wild chimpanzees began over 60 years ago in Tanzania, Africa, where she made multiple discoveries that radically changed and enriched the field of primatology. Today, there are JGI chapters in 35 countries around the world all working to support Dr Goodall's vision and legacy.

The Jane Goodall Institute Australia (JGIA) is one of the global offices and was founded in 2007 and is an Australian non-profit and registered environmental organisation. Our purpose is to "inspire actions that connect people with animals and our shared environment". JGI globally is widely recognised for establishing innovative, community-centred conservation and development programs in Africa and the Roots & Shoots education program.

Headquartered in Sydney, JGIA is staffed by a dedicated team and has volunteers across Australia as well as a board of directors based across Australia. The current CEO is based in Sydney. Board members are non-executive directors of the Jane Goodall Institute Australia and have a legal and ethical responsibility to ensure that the organisation does the best work possible in pursuit of its goals. This also includes providing time, energy, expertise and insight to committee work and fundraising.

JGIA is committed to an inclusive culture and encourages applications from people with diverse backgrounds irrespective of gender, disability, ethnicity, generation and sexual orientation.

ABOUT THE ROLE

The Chair is responsible for leadership of the board including facilitating proper information flow to the board, facilitating the effective functioning of the board, being the primary liaison between the board and management, communicating the views of the board, in conjunction with the CEO, to the organisation's members, partners, broader stakeholders and to the public and setting the tone, promoting and monitoring the organisation's culture.

This role is voluntary.

KEY RESPONSIBILITIES

The Board Chair ensures the board meets its obligations and fulfills its governance responsibilities. The board chair oversees the quality of the board's governance processes including:

- In consultation with the CEO and company secretary:
 - setting the agenda for the matters to be considered by the board;
 - seeking to ensure that the information provided to the board is relevant, accurate, timely and sufficient to keep the board appropriately informed of the performance, finances, affairs, opportunities and



- seeking to ensure that communications with stakeholders, regulators and the public are timely, accurate and relevant;
- Facilitating open, timely, and constructive communications amongst board members encouraging their contribution to board deliberations;
- Overseeing and facilitating board, committee, board member and CEO evaluation reviews and succession planning;
- Ensuring the Board has fully considered and approved an effective strategy for JGIA;
- Liaising and interfacing with the CEO as the primary contact between the board and management;
- Provide mentoring and support to the CEO;
- Liaising with and counselling, as appropriate, board members; and
- Providing high level support to the organisation's fundraising targets and activities including overseeing the Boards participation in fundraising and representing JGIA at events.

ESSENTIAL SELECTION CRITERIA

- Experience as a Board Chair and/or Board Director;
- A connection to JGIA's Purpose
- High level experience in relationship, meeting and time management;
- Experience in governance and strategy;
- Proven leadership skills and strong decision making abilities;
- Demonstrated excellent written and verbal communication skills;
- Excellent facilitation skills, ability to influence and achieve consensus;
- Ability to act impartially and without bias;
- High-level stakeholder management skills;
- High level of integrity including proven capacity to manage sensitive and confidential information; and
- Intuition skills to understand and adapt to board and CEO sensitivities.

BENEFITS

Whilst this is not a paid position, JGIA offers a friendly, flexible and supportive work environment. This is a highly rewarding role for someone passionate about animals, people and our shared environment and an incredible opportunity to work with highly skilled and well-connected professionals. Required working hours will be consist of:

- Fortnightly meetings with the CEO. Cadence can be determined by the new Chair.



- Board Meetings (Frequency): every 2 months
- Committee Meetings (Frequency): minimum monthly
- Some additional hours based on the JGIA meeting and reporting schedule
- Meetings are mostly via video conferencing. There is a requirement to be in person for the AGM and CEO annual performance review. Travel costs are covered for in person meetings.

HOW YOU WILL BE ASSESSED

You will be assessed on how you meet the selection criteria detailed above. The assessment panel will include current JGIA Board members. To ensure the panel can make an informed assessment, you are required to submit a cover letter and current resume, with at least two references who have knowledge of your work, by email to Recruitment@janegoodall.org.au.

JGIA is seeking candidates with diverse backgrounds and experiences. We are an equal opportunity employer and do not discriminate on the basis of race, colour, sex, age, religion, national origin, disability, marital status, personal appearance, disability, sexual orientation, gender identity or expression, family responsibilities, matriculation, genetic information, or political affiliation. We particularly encourage people of diverse cultural backgrounds and Aboriginal or Torres Strait Islander people to apply for this position.

The JGIA Office is headquartered in Sydney. Applications will be accepted from all locations within Australia.

Please submit your cover letter and current resume, with at least two references who have knowledge of your work, to Recruitment@janegoodall.org.au

Applicants already in possession of a Director Identification Number (Director ID) registered through the Australian Business Registry Service are required to include it in their application. A successful candidate who does not yet have a Director ID is legally required to provide it prior to appointment.

Closing date for applications is 10 April 2023