**Board Chair, Alliance for Gambling Reform**
 **Position Description 2025**

The Alliance for Gambling Reform (AGR) was established in 2015 as a national advocacy group working with more than 60 organisations to prevent and reduce the harm caused by gambling. Its aim is to alter the relationship Australians have with gambling, especially online and through poker machines.

The Board of AGR is seeking a new Chair. A balance of desirable personal traits for a chair include strength and clarity of purpose; tact, diplomacy/sensitivity; ability to reconcile opposing views; excellent communication skills; ability to lead, including by example; ability/willingness to constructively challenge and encourage directors to do the same of each other and management; ability to encourage and get the best from all team members; and power to influence.

The chair is responsible for the leadership of the board, including facilitating proper information flow to the board, facilitating effective functioning of the board and managing the conduct, frequency and length of board meetings. The chair also communicates the board’s views — in conjunction with the CEO — to the organisation’s security holders, broader stakeholders and the public.

Core responsibilities involve establishing and maintaining a constructive working relationship with the CEO. Additionally, the role is central in setting the tone for the board. This includes laying down a common purpose, solidifying values and defining a code of behaviour for all board members.

Moreover, efficient chairing of board meetings falls under this domain. The chair is instrumental in shaping the board’s agenda, particularly concerning the organisation’s goals, strategy, budget and the performance of the executive team. Beyond the confines of these meetings, there is a duty to report to board members on vital corporate issues. Such matters often include those discussed with the CEO outside regular board meetings. It’s worth noting that these reports can sometimes take place in the absence of the CEO, as seen in in-camera sessions.

Furthermore, the role encompasses obtaining pertinent information, both financial and non- financial, to present to the board. It is pivotal for the chair to foster an environment where all board members feel empowered to contribute. This ensures that decisions are reached through consensus. Chairs are also responsible for motivating board members and addressing any instances of underperformance. Overseeing the appraisal process, both for individual board members and the board collectively, falls under their purview. This role extends to overseeing negotiations concerning the CEO’s employment, assessing the CEO’s performance, planning for their succession and assisting in the selection of board committee members.

Outside the boardroom, the responsibilities continue to be vast. Chairs play a crucial role in acting as the bridge between the board and management, ensuring board decisions and instructions are communicated to management via the CEO. The individual offers guidance to the CEO without delving into the intricacies of day-to- day operations. Regular meetings with the CEO are a norm and updates from these interactions are subsequently shared with board members. A significant aspect of the role is being visible to both management and the broader employee base, which includes attending key company events.

Communication is a large part of the position. This includes external liaison and discussions with significant stakeholders on behalf of the board, particularly on matters of corporate governance. This individual will chair board meetings, as well as AGMs and EGMs.

The ideal candidate will have a commitment to the AGR’s mission, as well as relevant experience chairing similar boards that have experience with campaigning and advocacy, fundraising, strong people management skills, and the ability to nurture relationships with a range of key stakeholders. Great networks, access to donors.

Responsibilities include:

* **Governance,** with responsibilities as set out in the AGR’s rules and charters.
* Setting the agenda for the matters to be considered by the board
* Seeking to ensure that the information (financial and non-financial) provided to the board is relevant, accurate, timely and sufficient to keep the board appropriately informed of the performance of the organisation and of any developments that may have a material impact on the organisation or its performance
* Seeking to ensure that communications with stakeholders and the public are accurate and effective
* Seeking to ensure that the board as a whole has the opportunity to maintain adequate understanding of the organisation’s financial position, strategic performance, operations and affairs generally, and the opportunities and challenges facing the organisation
* Facilitating open and constructive communications among board members and encouraging their contribution to board deliberations
* Overseeing and facilitating board, committee and board member evaluation reviews and succession planning
* Liaising and interfacing with the CEO as the primary contact between the board and management
* Liaising with and counselling, as appropriate, board members.
* **Compliance** with the requirements of the ACNC, ATO, Consumer Affairs Victoria, Fair Work, grantors and major donors, and state-based electoral commissions and fundraising licensing, as well as oversight of privacy and data governance requirements. Assisted by the Office Manager and the Finance Manager.

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