Position description	**Ordinary Director – Purpose Real Estate (PRE)**
General	• On being elected to the Board, undertake induction and training procedures as provided by the Board including where possible the AICD Directors course (securing the GAICD qualification) • Ensure that fiduciary duties are carried out in line with the *Corporations Act (Clth) 2001* • Ensure that core policies are appropriate set, reviewed and adhered to • Provide governance, oversight and vision to PRE • Provide commercial acumen to the growth, development and sustainability of the companies
Governance	• Consider, debate, and vote on issues before the Board based on the best interests of PRE only • Discharge duties in good faith and honesty in the best interests of PRE with the level of skill and care expected • Comply with the rules, policies, of PRE • Use the powers of the office for proper purpose, in the best interests of PRE as a whole • Act with required care and diligence, demonstrating commercial principles in decision making • Be informed of, and meet all legal and fiduciary responsibilities • Ensure effective commercial activity of the company • Review outcomes and metrics created by PRE for evaluating its impact and regularly measuring its performance and effectiveness using those metrics • Abide by the policies, Constitution/ relevant codes, mission, values and goals, privacy and confidentiality of PRE and ensure others do the same • Make reasonable inquiries to ensure that PRE is operating efficiently, effectively and legally towards achieving its goals

Planning	• Review and approve PRE Strategic Plan, and other consequential arrangements • Be an active participant in the board's annual evaluation and planning efforts
Time Attendance and Meetings	• Fulfil the minimum time requirements of the non-executive Director role – 5 meetings per annum • Attend all meetings, or, if unavoidable, apologise in advance for absence, with all the meetings being in person. • When Board papers are circulated in advance of a Board meeting, read papers and consider issues before the meeting with diligence • Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate • Undertake diligent analysis of all proposals placed before the board • Volunteer for and willingly accept assignments and complete them thoroughly and on time • Stay informed about organisational, industry and board matters, prepare well for meetings and review and comment on board minutes and report • Get to know other Board/Committee members and build a collegial working relationship that contributes to consensus and team building • Partner with the Managing Director and other Directors to ensure that board resolutions are carried out
Administration and management	• Do not approach employees of PRE (paid or unpaid) unless agreed with Managing Director • Do not undermine the leadership of the Managing Director or other Executive team • Review and approve PRE systems for financial control and risk management
Media	• Make comments to the media only as provided in the companies Media Policy and approved media statements
Promotion	• Promote the business in the community as opportunities arise • Commit time, effort and contact with personal networks to participate actively in Board • Participate in awareness raising and advocacy for the business

Legal and ethical	• Avoid making any improper use of the Director position to gain any material advantage for self, or for any other person, or to the detriment of the organisation • Avoid making any improper use of any information acquired by virtue of the Director position at PRE to gain any material advantage for self, or for any other person, or to the detriment of the organisation • Inform the Board immediately of any direct or indirect material personal interest in any contract with PRE • Inform the Board immediately of any non-material personal conflict of interest in any matter before the Board, or believe that the perception of such a conflict might arise, and follow the Board’s rulings as to proper procedure • At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias, or personal animus