

# Board of Director responsibilities and expectations

## POSITIONS ON THE BOARD OF DIRECTORS

### Responsibilities of the Board of Directors

The Board of Directors governs the ASVO and has the overall responsibility for setting the strategic direction of the organisation. It is also responsible for the financial viability of the ASVO.

All Board members are required to act in accordance with the Constitution, the ASVO Code of Conduct, the ASVO Directors Responsibilities and Competencies Policy, the AICD Good Governance Principles and Guidance and any other relevant ASVO Policies. A copy of the ASVO's most recent annual report can be found at [www.asvo.com.au](http://www.asvo.com.au).

### Qualifications

Ideal candidates will possess the following qualifications:

- Support from employer/colleagues for the time and financial commitment required to attend meetings;
- Willingness to wear an "industry hat" (to contribute beyond personal business interests for the good of the membership and the industry).
- Creativity and an entrepreneurial spirit with the ability to identify and develop new products and services benefiting the ASVO membership.
- Ability to act with integrity and make decisions,
- Willingness to recruit "New Members",
- Willingness to actively promote ASVO.

### Board Time Commitment

- One hour Subcommittee meeting monthly
- Two-to-three-hour Board meeting bimonthly.
- 2-3 face-to-face meetings each year (typically a 1 ½ day commitment)
- Attendance at the annual AGM (coincides with one of the face-to-face Board meetings)

### It's a lot more than board meetings

When time for, travel, reading, meeting prep time, ad-hoc and committee meetings are also factored in, a director's total time commitment can become the equivalent of **two days per month**.

### Format of Application

All applications must consist of the following:

- a completed ASVO Nominations Form, with the signatures of two (2) nominators and the nominee;
- a candidate statement

The statement shall:

- (i) not include text in quotation marks or attributed to others;
- (ii) not include graphic images or other non-written presentation of information;
- (iii) only include statements that are factual in nature; and
- (iv) be limited in length and content to not more than 170 words on present and past employment and experience; followed by not more than 60 words on Society interest

For a nomination to be valid, the nominee, proposer and seconder, at the time of their signing of the nomination form, shall each be:

- (a) a financial Member
- (b) a Member who has not been found guilty in a disciplinary process of the Society.

The candidate statement must provide details of the nominee's history with the ASVO, reasons for nominating for the Board position, address any particular competencies being sought by the Committee, personal qualities that would contribute to the Board and details of any actual, perceived or potential conflicts of interest.

### Lodgement of Application

Nominations can be made online

Nomination forms can be downloaded at [asvo.com.au](http://asvo.com.au)  
completed applications for nomination are to be forwarded to:

Administration Officer  
Australian Society of Viticulture and Oenology Inc.  
National Wine Centre  
Cnr Botanic and Hackney Rds  
ADELAIDE SA 5000

Enquires relating to the nominations process, please contact, Chris Waters [asvo@asvo.com.au](mailto:asvo@asvo.com.au)  
or 0488488416