



La Trobe Student Association Ltd.

Making Student Life Better

Position Description
General Director

Governing Board of Directors

Sustainable Strategic
Governance

La Trobe Student Association Ltd (LTSA) exists to make student life better. To ensure that our student association is governed by a strong, professional, diverse, inclusive and dedicated Governing Board of Directors, each Director must be accountable for their behaviours and performance relative to the significant leadership positions they hold within La Trobe University (LTU) and the LTSA. To support each Director to understand their roles, expectations, accountabilities and purpose, positions descriptions have been created to support each Director to fulfill their duties and responsibilities.

Governance training and support is provided to every Board Director when undertaking their duties. The Chief Executive Officer (CEO) has both a mentoring and support role to assist the Governing Board with all tasks. There exists a suite of LTSA policies that support the Directors to succeed in fulfilling their duties and responsibilities to govern with transparency, tact, diplomacy, professionalism, and respect.

Whilst there is no constitutional requirement to honour incentive payments to each Governing Board Director, there is a willingness within the LTSA to recognise the invaluable contributions and work that the Directors undertake for the LTSA, working with the team to make student life better. Any incentive payment made to a Board Director shall be reliant on each Director meeting and exceeding their duties as a Director which are outlined in this document. To assist in determining whether an incentive payment is made, each Governing Board Director will have their performance reviewed on a quarterly basis. These reviews will occur within the Governing Board meetings and each Director will have a vote as to how each is reaching their performance expectations. These review meetings, and possible subsequent incentive payments shall be discussed and paid to Directors as follows: January, April, July, September.

If it is determined that a Board Director has not fulfilled the criteria within their positions description and met their expected indicators of performance, two Directors will meet with them to discuss how the Board and CEO may support the Director to reach their full potential. When determining whether incentive payments shall be made, other considerations include: study and workload pressures, personal/family matters, university disruptions (e.g. COVID-19 limitations to meet performance targets) and the health and wellbeing of the Director.

If at anytime a Board Director is experiencing difficulties at University or personally, each Director shall have access to LTSA's free and confidential Employee Assistance Program (EAP) and will be encouraged to access support. Board Director success is integral to outstanding governance and LTSA will invest in its Directors by providing leadership training, governance training and support in their roles.

GENERAL – Governing Board Director

The General Governing Board of Directors will support the Chair in delivering on all matters pertaining to the governance of LTSA. The Governing Board of Directors will hold positions for a one-year term. In the inaugural election year being 2021, the General Directors shall hold positions from the date of being elected as Presidents of their respective Student Councils, up to and including 31st October 2021. Whilst it is recognised this is not a full term, the election cycle does not support a complete 12-month term in LTSA's inaugural year of operations. The duties for these roles are outlined below and cover the following key areas of responsibility: procedural, administrative, representation and community engagement.

Procedural:

- Attend all meetings of the Governing Board of Directors
- Attend Annual General Meetings and Special General Meetings of LTSA
- Attend Advisory Committee Meetings in collaboration with the office of the Vice Chancellor
- Support, mentor and guide other Governing Board Directors as required
- Provide a written report at every meeting of the Board of Directors, that details all the activities undertaken in that period on behalf of LTSA for the SC that they oversee as President
- In collaboration with the CEO and the Chair, support the strategic direction of LTSA and act as a sound and knowledgeable voice of the Board
- In collaboration with the Chair, assist the Chair in their dealings with the University to establish a Memorandum of Understanding/Student Partnership Agreement

Administrative:

- Working with the Chair, assist the Chair to ensure the CEO implements the policy decisions of the Board
- Working with the Chair, assist the Chair to ensure that the CEO is competently leading LTSA and undertaking all duties as outlined in the CEO position description
- Act on advice from the CEO when determining policy between Board meetings

Representation and Community Engagement:

- Be available for consultation on campus or virtually as often as is practicable and in collaboration with the Chair and Student Councils, assist in facilitating a minimum of four (4) Listening Posts for students annually to receive feedback from students about LTSA and the University
- Attend LTSA events and activities either on campus or virtually
- Represent LTSA at University events
- Where delegated by the Chair, act as the spokesperson for LTSA with all official dealings with the media representing the views of the student body and LTSA or delegate this authority. This may at times conflict with the University's position.
- Actively encourage membership of LTSA Ltd.
- Engage with other La Trobe University student organisations, and student organisations from other universities when necessary
- Engage with students as regularly as possible
- With the assistance of the CEO and Chair, have a sound contemporary knowledge of the strategic realities that LTSA operates within, and to regularly assess LTSA strategic position
- At all times demonstrate servant leadership, professionalism, tact, diplomacy, and initiative on behalf of LTSA and support the vision of making student life better for every enrolled student at LTU