



La Trobe Student Association Ltd.

Making Student Life Better

**Position Description**  
**Chair**

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.

## **CHAIR – Governing Board Director**

The Chair of the Governing Board of Directors has several additional duties to that of the other Board Directors. The Chair shall be directly appointed from within the Governing Board of Directors and will hold this position for a one-year term. In the inaugural election year being 2021, the Chair shall hold this position from the date of being elected by the Governing Board up to and including 31<sup>st</sup> 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 this role are outlined below and cover the following key areas of responsibility: procedural, administrative, representation and community engagement.

### **Procedural:**

- Chair meetings of the Governing Board of Directors
- Chair Annual General Meetings and Special General Meetings of LTSA
- Chair Advisory Committee Meetings in collaboration with the office of the Vice Chancellor
- Meet with the Vice Chancellor, DVC Students, or their representatives on a regular basis
- 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
- Regularly liaise with the other members of the Governing Board of Directors for the purpose of informing and discussing issues pertaining to LTSA
- Meet weekly with the Chief Executive Officer (CEO) on all matters pertaining to LTSA
- In collaboration with the CEO and Governing Board of Directors, oversee the strategic direction of LTSA and act as a sound and knowledgeable voice of the Board
- In collaboration with the Governing Board of Directors, work with the University to establish a Memorandum of Understanding/Student Partnership Agreement

### **Administrative:**

- Fulfil the role of the nominated signatory of LTSA along with the CEO, sign Annual Reports, quarterly and annual audits, submissions, and other documents on behalf of LTSA
- Be registered as the primary Director on any documents registered with ASIC, financial institutions and the ACNC
- Act on behalf of the Governing Board of Directors to ensure the CEO implements the policy decisions of the Board
- Act on behalf of the Governing Board of Directors to ensure that the CEO is competently leading LTSA and undertaking all duties as outlined in the CEO position description
- In collaboration with the CEO, negotiate the employment contract renewal of the CEO as it falls due, undertake a performance review, set the CEO indicators of performance annually and review the remuneration of the CEO
- Act on advice from the CEO when determining policy between Board meetings
- Monitor the activities of LTSA between meetings of the Governing Board of Directors in consultation with the CEO

### **Representation and Community Engagement:**

- Be available for consultation on campus or virtually as often as is practicable and in collaboration with the Governing Board of Directors and Student Councils, coordinate and assist in facilitating a minimum of four (4) Listening Posts for students annually to receive feedback from students about LTSA and the University

- In collaboration with LTSA team, communicate the activities of the Governing Board of Directors to students, using any means considered appropriate
- Attend LTSA events and activities either on campus or virtually
- Represent LTSA in all official dealings with La Trobe University
- Represent LTSA in all official dealings with external community or business organisations
- 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 local political, civic, and business leaders when necessary
- Engage with the public when necessary
- With the assistance of the CEO, 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