Regional Development Australia

RIVERINA

Applicant Information Pack – Board Members

This Applicant Information Pack provides you with the information you need to complete an application for a volunteer member position with the RDA Riverina Board.

This Information Pack contains the following elements:

1. Position description, accountabilities and responsibilities, and selection criteria.
2. Selection process description including application lodgement instructions.
3. Application form.

Please complete the form and email to Rachel Whiting ceo@rdariverina.org.au

Women, First Nations Australians, people from diverse cultural backgrounds, and people with disability are encouraged to apply.

Board Member position description

The RDA Board member is an active contributor to the outcomes of a diverse group of individuals working in a complex environment to deliver high value outcomes for the state or community and region. Members are an active driver of economic growth, innovation and entrepreneurship in their region.

They are expected to leverage existing networks and develop new networks across industry sectors and diverse communities (especially with First Nations people). RDA Board members are required to support the Chair in facilitating investment in people, places, services, and industries and local economies. They must be knowledgeable about the economic, social, cultural and environmental opportunities and challenges facing their state/region; be well connected and a strong advocate for their region(s); and for regional RDA members, draw their regional communities together to build and drive economic growth.

The RDA Board member acts with integrity, transparency, respect and accountability, champions gender equality opportunities, works as an effective member of the RDA Board toward a common goal or strategy, and drives projects that target specific areas of economic development for the state/region. They actively support board governance and management processes.

Member accountabilities and responsibilities

RDA Board members will be accountable to:

- The Chair – for supporting the activities of the Board
- Their regional RDAs/communities – for delivering outcomes that meet regional needs
- The funding providers – for ensuring that agreed objectives are achieved and resources invested are expended as efficiently and effectively as possible
- RDA Board staff – for providing a safe and healthy workplace.

Members will be responsible for supporting the RDA Board to meet the requirements of the charter, deliver against the outcomes, reporting requirements and performance measures specified in the RDA Funding Agreement, and for the good operational and financial governance of the overall organisation.

Board Member selection criteria

1. **Leadership and governance** – A successful applicant will have experience and capability in leading organisations, and can demonstrate an understanding of the governance and performance management principles that apply. They will be familiar with the types of governance processes required to manage an organisation, board or committee and have leadership experience.
2. **Delivery focus** – A successful applicant has most likely had experience in actively leading high performing organisations that have had success in achieving outcomes in a difficult and complex environment.
3. **Stakeholder engagement** – To be successful an applicant will have demonstrated experience managing a broad range of stakeholders to achieve successful outcomes.
4. **Representational skills** – A successful applicant has most likely had experience representing either their region, business and/or industry. They can demonstrate they understand the complexities in representing a diverse group such as a region, business and/or industry. They will be able to demonstrate a track record of collaborating with integrity, transparency, respect and accountability.
5. **Commitment to the region** – To be successful, the applicant will have a clear commitment to the region and have strong personal and business networks. They will understand and can articulate the opportunities facing the region. The applicant may have spent substantial time in the region. For standalone capital city RDAs, the applicant should reside in the capital city, and/or have strong relationships with regional and capital city stakeholders.
6. **Commitment to diversity** – To be successful, the applicant will be experienced in fostering successful and respectful relationships with diverse communities, especially First Nations people, and supporting gender equality opportunities.

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Board Member selection process description

Applying for a Board member position involves completing the application form and providing a brief Curriculum Vitae (CV). These documents should be returned to Rachel Whiting at ceo@rdariverina.org.au . Once submitted, you should receive email confirmation that your application has been received. The application process involves the following steps and indicative timeframes:

1. **Processing of applications** – once applications close they will be considered by the Selection Panel
2. **Referee and other checks** – The Selection Panel will conduct referee checks, and other checks (e.g. probity checks) if required, before making a final assessment of each applicant. This process may take up to two weeks. The Selection Panel will then provide its recommendation to the Chair for consideration.
3. **Appointment decision** – once all information has been received, the Chair will identify the preferred candidate(s). This may take up to four weeks.
4. **Advice to applicants** – once a final decision has been made, applicants will be advised of the outcome of their application by email and/or post. This may take up to one week.