



Chief Executive Officer

Position Description

April 2022

POSITION TITLE	Chief Executive Officer
REPORTS TO	Accountable to the AAG Board of Directors; reports directly to the AAG President and Chair of the AAG Research Trust Steering Committee
LOCATION	Flexible location in Australia with ability to travel to Melbourne as needed
CAPACITY	Full-time

BUSINESS OVERVIEW

Our Organisation

The Australian Association of Gerontology (AAG) is a not-for-profit membership-led organisation, structured as a company limited by guarantee. AAG is the Trustee for the Australian Association of Gerontology Research Trust with DGR2 status. AAG is also the executive office for the International Association of Gerontology and Geriatrics - Asia Oceania Region and the International Longevity Centre – Australia. AAG’s flagship publication, which it owns with two other organisations, is the Australasian Journal on Ageing.

Our Mission

The AAG’s mission is to be an effective and independent thought leader on issues relating to ageing and longevity, drawing on and giving voice to the expertise of its members. The AAG aims to improve the experience of ageing by stimulating research, assisting in shaping the ageing agenda and supporting service providers and practitioners by connecting research to policy and practice.

Our Growth Strategy

AAG’s strategy for growth is within its three areas of membership, policy and research. Our strategy is based on sustainable growth through service to our members, stakeholders and partners. Our plan for growth is based on seeking diversified sources of funding to support our policy work and to build the financial resources of the Research Trust to enable it to fund innovative research in ageing and longevity. We will continue to invest in our technology infrastructure to sustain and grow services to our member community, facilitate our fundraising and to raise our profile both nationally and internationally.

Our Staff and Culture

Over the past 5 years, the organisation has grown to include eight staff and approximately 1,300 members. AAG encourages a culture of respect and equal opportunity for its staff, with a focus on celebrating strengths and developing strategies that link to AAG’S strategic plan, organisational values and individual work plans.

We are a culturally sensitive organisation and pay our respect to the Elders and peoples past and present. We acknowledge the Traditional Owners of Country throughout Australia and their continuing connection to land and culture.

ROLE PURPOSE

The Chief Executive Officer (CEO) will write a new chapter for the organisation, leading AAG's forward strategy and implementation plan to drive profile, impact and financial sustainability for the benefit of its members and Australia's ageing population.

The CEO is accountable to the Board and is responsible for the effective implementation and achievement of the organisation's strategic and business plans; ensuring such plans provide financial sustainability well into the future. The CEO is responsible for building operations and culture to underpin this growth whilst developing and sustaining critical relationships with key internal and external stakeholders. Key to success will be:

- The implementation of a robust and sustainable strategic plan for AAG and the AAG Research Trust
- Diversifying funding and growing the financial resources of both the AAG and the AAG Research Trust
- A commitment to ensuring AAG is positioned as the peak body for ageing and longevity in Australia
- The ability to inspire a small team, a committed board and a wide variety of members and stakeholders
- Ensuring AAG has a strong voice and recognised advocate for its members.

RESPONSIBILITIES

Strategic Planning and Implementation

- Work with the AAG board and the AAG Research Trustees to develop and implement the strategic plans and annual priorities with particular focus on increasing membership, ensuring long term and sustainable financial growth and good governance.
- Provide high quality strategic advice to the Board on growing AAG's brand, advocacy, research and services.
- In consultation with the Board, take responsibility for the development and implementation of business plans and policies to ensure financial and operational performance objectives are met.
- Support and lead AAG's financial growth and sustainability by identifying and implementing new strategic initiatives and funding opportunities.
- Develop and support fundraising to build the assets of the AAG Research Trust
- Embed and monitor the culture of the organisation to ensure the high performance of a cohesive team that is both innovative and accountable, building a high level of credibility in the sector and beyond.

Leadership & Management

- Embed and monitor the AAG National Office team and workplace culture that promotes staff wellbeing, staff development, loyalty and professionalism along with best-practice WHS approaches.
- Work collegially with team members to create KPIs, review performance and encourage individual and team professional development.
- Assure delivery of high-quality service through development and implementation of standards and controls, systems and procedures, and regular evaluation.
- Maintain a management structure that meets the needs of both AAG and the AAG Research Trust including ensuring the Research Trust grants committee(s) are appropriately resourced and divisional committees, special interest groups (SIGs), Aboriginal and Torres Strait Islander Ageing Advisory Group (ATSIAAG) and Student and Early Career Group (SECG) are supported.
- Foster a positive and constructive relationship with the AAG state and territory divisions.

- Develop and maintain internal policies and procedures to ensure compliance with legal requirements and relevant statutory requirements.
- Manage the AAG's contracts and the AAG Research Trust partnerships to achieve strategic priorities and objectives.

Communications and Stakeholder Relationships

- Promote policy and thought leadership and position the AAG as an influential voice on national and international ageing and longevity issues.
- Develop and foster strong strategic relationships with key stakeholders in ageing, including liaising regularly with relevant government and non-government organisations to ensure the organisation is kept informed about new programs, funding, and strategic directions.
- Actively communicate with all relevant stakeholders, including members and divisions, funders, and international partners.
- Represent the organisation, as agreed, on boards, groups, and advisory committees and at events.
- Act as a liaison between the organisation and the member base, government and business and build relationships with relevant peer organisations.
- Oversee development and delivery of all communications, marketing and publicity materials (including, member communications, media and fundraising and marketing materials).
- Handle enquiries from individuals and organisations and manage relationships with the media on behalf of the organisation.
- Actively advocate and be the face and voice of AAG and its members.

Member Engagement

- Maintain and grow the AAG membership base and work closely with members, state/territory divisions and special interest groups to develop AAG member services.
- Ensure continued excellence in the delivery of in-person, online and hybrid events, including member events and the AAG National Conference.

Financial, risk management and budgeting

- Effectively manage the finances of the AAG and the AAG Research Trust and achieve financial growth through government contracts, grants and sponsorships, events and philanthropy.
- Responsibly manage regulatory compliance and the overall financial health of AAG and the AAG Research Trust, in consultation with the Board; ensuring that expenditure is controlled in line with budgets as approved by the Board.
- Prepare annual budgets for the Board and Research Trustee's approval and providing regular financial reports to the Board and Trustee.
- Manage timely reports to regulatory bodies including the ATO, ASIC, ACNC and others, ready for approval of the Board.
- Identify and manage operational and funding risks for AAG and the AAG Research Trust and, where those risks could have a material impact on the organisation, formulate strategies for managing and mitigating those risks.
- Maintain awareness of the landscape relevant to the AAG and AAG Research Trust, specifically for industry developments and expansion opportunities.

Working with the Board

- Support the President and Chair of Trustees in ensuring the continued engagement/involvement of all members of the Board, AAG Research Trust and committee members.
- Work with the Board in fulfilling the organisation's constitutional, regulatory and legal obligations.
- Provide reports for the AAG Board, AAG Research Trust and committee meetings, and as requested, on the AAG and the AAG Research Trust's operations and its performance against agreed criteria,
- Advise the Board immediately of any material matters impacting or potentially impacting on AAG or AAG Research Trust's operations.
- Operate within delegated authority limits set by the board of directors and trustees.
- Liaise with the President and Chair of Trustees (or delegates) for planning and preparing Board and Trustee meetings.

KEY SELECTION CRITERIA

The successful candidate may have CEO experience or may be ready to step up to this level with the AAG, building on senior executive experience. A postgraduate research qualification in a related field will be an advantage, as will experience raising funding through philanthropy, sponsorship or other means.

To be successful in this role, you will demonstrate:

- A solid understanding of membership-based organisations, relevant industry bodies and the Australian ageing policy and research landscape.
- Professional leadership skills with experience leading a team of professionals, working with a Board and executing strategy.
- Well-honed people and stakeholder management skills, including the ability to form and sustain effective relationships with key stakeholders at a range of levels (membership, government representatives, Ministers, media, policy makers and researchers).
- A strong track record engaging with and influencing policy decisions at Commonwealth and/or State/Territory levels.
- Ability to articulate a clear and compelling vision for an organisation, including garnering support from members and stakeholders in realising this vision.
- Strong commercial acumen and the ability to grow AAG's membership and engagement, and the Research Trust's funding base.
- Commitment to the principles of the AAG and its members, including diversity, equity and reconciliation with Australia's First Nations people.
- Experience in - or understanding of –philanthropy/funding models within the for-purpose space, as well as the nuances of working with volunteer board, committees and member groups
- Relevance of your professional qualifications/tertiary degree, including postgraduate research qualifications if applicable

OTHER RELEVANT INFORMATION

- **Delegation of Authority:** The CEO is responsible for understanding and complying with the Delegation of Authority (D of A) policy set by the Board for the CEO.
- **Travel requirements:** Interstate and occasional international travel required
- **Out of hours work:** Attendance at evening meetings and after-hours events for industry, community and government are part of the role

Location of the role: AAG office and majority of staff are currently in Melbourne however most of the staff work from home and the CEOs residence can be anywhere in Australia with the ability to have a presence in Melbourne as needed.

- **Key Performance Indicators – Specific**

The board will provide the CEO with specific KPIs on an annual basis prior to 1 July each year for the following 12-month period.

- **Performance Appraisal**

Ongoing performance monitoring will occur through discussions with the President or delegate with a formal annual performance evaluation and yearly review prior to June 30