



POSITION DESCRIPTION November 2023

Position Title:	Independent Chair
Reports to:	ASI Shareholders
Direct reports:	ASI General Manager
Location:	To be determined
Job type:	Part time
Term:	Three years

Background

ASI Pty Ltd is owned by Oysters Tasmania and the South Australian Oyster Growers Association. The company has delivered major benefits to oyster growers and has an exciting future in selective breeding of Pacific Oysters. The primary source of income is a service fee paid by growers on oyster spat purchased from hatcheries. ASI operates as a for-profit company. The aim is to break even each year and accumulate a small reserve if possible.

The Chair is one of two independent directors serving on the ASI Board. In addition, the two shareholders appoint one representative director each.

The Chair is responsible for the strategic leadership and governance of the company, strongly supported by an enthusiastic Board.

Following a review by Peloton Consultants in 2022, the company updated its service offering and increased its Service Fee for the first time since 2014. A new General Manager was appointed in May 2023. A key objective in the coming year is to ensure that the company has a strong value proposition and a business model to deliver it.

ASI Mission

ASI's mission is to collaboratively advance the Australian Pacific Oyster industry through selective breeding of oysters for commercially important traits.

Role and Responsibilities

The Chair in conjunction with the General Manger will be required to develop and maintain positive relationships with ASI shareholders, and stakeholders including growers, hatcheries, research providers and state governments.

An important role for the Chair, as the leader of an industry-owned company, is to be an advocate for genetic improvements that benefit all sectors of the industry.

In keeping with the small size of the company, the Chair will be expected to assist the General Manager by carrying out some executive roles, particularly those involving governance and communication.

The Chair will be the direct report for the General Manager and will receive regular updates on ASI activities as per an agreed reporting schedule.

1. Governance and Strategic Planning

- The Chair will ensure that the Company delivers the outcomes required of it by the Shareholders.
- The Chair will ensure that all the legal and administrative requirements under Corporation Law and the Constitution are fulfilled by the company.
- The Chair will ensure that the Strategic and Operational Plans of the company are kept relevant and in keeping with shareholder requirements.
- The Chair will undertake periodic evaluation of the performance of the Board as a whole and individual Directors.

2. Oversight of the activities of the General Manager

- Conduct the annual planning, remuneration and performance review for the General Manager
- Receive regular reports from the ASI General Manager on ASI activities.
- Provided mentoring to the General Manager as required.
- Liaise with the General Manager on the appointment of new staff.

3. Chairing meetings of the ASI Board and Shareholder meetings

- The Chair will guide the establishment and maintenance of ethical standards in the company and ensure that the company Code of Conduct is adhered to.
- The Chair will preside over all meetings of the ASI board and shareholder meetings as required.
- The Chair will ensure that Board discussions are open and constructive, recognising that genuinely held differences of opinion can bring greater clarity and lead to better decisions. The Chair will seek consensus but may, if necessary, call for a vote.

- The Chair will ensure that all board papers including agendas for board and shareholder meetings are prepared and circulated as per the requirements of the ASI constitution and/or other agreed procedures.
- The Chair will ensure that the minutes of ASI board meetings are circulated to the board within 10 working days of any meeting of the Board.

4. Communication

- The Chair is to be the public face of ASI and will sign-off on any media releases etc.
- The Chair will attend industry forums as required as a representative of ASI.
- The Chair will provide a Chairs update for ASI newsletters.

Qualifications and Experience

Above all the Chair must be enthusiastic about developing the potential of ASI by working with stakeholders and staff to refine the company's value proposition and business model.

Essential Criteria

- Familiarity with the role of genetic improvement in primary industries.
- Be independent of the owners of ASI.
- Experience as a director and Chair of the board of a shareholder company.
- Extensive experience in corporate governance, financial management, risk management, strategic planning, business management, and WH&S
- Be experienced and highly competent at chairing meetings.
- Knowledge or experience in primary industry and service delivery.
- Be a proven leader with a high level of public credibility.
- Be a strategic thinker with a proven record in setting the strategic direction of a company or organisation and in driving strategic results.
- Superior ability in building relationships to drive partnering and engagement with key stakeholders including governments, research providers, government agencies and industry.
- An understanding of the commercialisation of research.
- Be a good communicator.
- Have commercial experience.

Desirable Criteria

- Experience in an aquaculture industry at a senior level.
- Be a graduate member of the Australian Institute of Company Directors.

Remuneration

The remuneration for the position is \$20,000 per annum plus compulsory superannuation.

All reasonable travel expenses incurred when travelling on ASI business will be reimbursed upon the receipt of invoices or other documentation that provides details of those expenses.

Applications

Further information can be found on the website: <https://www.asioysters.com.au/> and by contacting the current Chair, Dr Len Stephens, Lrstephens@bigpond.com

Applications should be sent to Dr Stephens and should include a cover letter explaining your interest in ASI and a full curriculum vitae.

The closing date for applications is Friday 19 January 2024.