

# JOB DESCRIPTION

## AgForce Board Directors



### 1. Position Title

Board Director – AgForce Queensland Farmers Limited

### 2. Organisation Overview

AgForce Queensland Farmers Limited (AgForce) is the state's peak advocacy group representing the interests of the broadacre agriculture industry. Advocating on behalf of thousands of primary producers, AgForce is an independent, non-governmental, voluntary organisation with a purpose to be:

*"The leading Voice for Queensland Producers"*

Directors play a critical role in ensuring the organisation delivers strong advocacy outcomes, maintains sound governance, and remains financially sustainable.

### 3. Purpose of the Role

The role of a Board Director is to provide strategic leadership, governance oversight, and stewardship of AgForce. Directors act in the best interests of the organisation as a whole and are responsible for ensuring AgForce achieves its purpose while operating in a lawful, ethical, and financially responsible manner.

Directors operate at a governance level and do not engage in the day-to-day management of the organisation.

### 4. Key Responsibilities

#### 4.1 Strategic Leadership

- Contribute to the development and approval of organisational strategy
- Ensure alignment between strategy, policy, and resource allocation
- Monitor performance against strategic priorities and key outcomes

#### 4.2 Governance and Oversight

- Ensure the organisation operates in accordance with its Constitution, Governance Manual, and relevant legislation
- Uphold fiduciary duties and act in the best interests of AgForce
- Monitor organisational performance and accountability
- Participate in Board and committee decision-making

#### 4.3 Financial Oversight

- Approve annual budgets and monitor financial performance
- Ensure responsible financial management and long-term sustainability
- Oversee financial reporting, audit processes, and internal controls

## 4.4 Risk and Compliance

- Identify and oversee key organisational risks
- Ensure appropriate risk management frameworks are in place
- Monitor compliance with legal, regulatory, and governance obligations (including ACNC requirements)

## 4.5 CEO Oversight

- Appoint, support, and evaluate the Chief Executive Officer (CEO)
- Maintain a strong, professional, and constructive working relationship with the CEO
- Provide clear strategic direction while respecting the CEO's responsibility for operations

## 4.6 Stakeholder Representation

- Represent the interests of members and the broader industry
- Promote AgForce and its membership
- Communicate Board decisions where appropriate and support organisational advocacy

## 5. Governance vs Operational Responsibilities

### 5.1 Governance Role

Directors are responsible for setting direction, oversight, and accountability, not operational delivery.

### 5.2 Operational Boundaries

- The CEO is responsible for the day-to-day management of AgForce and all operational team members
- Directors must not direct, manage, or supervise operational team members
- Directors must not become involved in operational decision-making

### 5.3 Working with Operational Team Members

- All requests for information or support should be made through the CEO or delegated senior operational team members
- Directors may engage with operational team members in structured settings (briefings, workshops, committees)
- Directors must maintain respectful, professional relationships with operational team members at all times

### 5.4 Escalation of Issues

- Any concerns regarding operations or team members should be raised with the CEO
- Directors should not bypass established reporting lines

## 6. Board Participation and Conduct

- Attend and actively participate in Board and committee meetings
- Prepare for meetings and contribute to informed decision-making
- Engage in constructive discussion and respectful debate
- Support collective Board decisions once made
- Maintain confidentiality of Board discussions and information

## 7. Legal and Fiduciary Duties

Directors must comply with their duties under legislation, common law, and the AgForce Constitution, including:

- Act with care and diligence
- Act in good faith in the best interests of the organisation
- Not misuse position or information
- Disclose and appropriately manage conflicts of interest
- Ensure financial affairs are managed responsibly
- Ensure the organisation does not operate while insolvent

## 8. Governance Framework Responsibilities

Directors must operate within and uphold the AgForce Governance Framework, including:

- Constitution
- Governance Manual
- Board policies and delegations of authority
- Legislative and compliance policies

## 9. Additional Governance Expectations

Directors are expected to contribute to and oversee:

- Risk management and organisational resilience
- Workplace Health & Safety governance oversight
- Cybersecurity and data governance awareness
- Environmental and sustainability considerations
- Succession planning for Board and executive roles

## 10. Performance and Development

- Participate in Board performance evaluations
- Engage in ongoing governance training and professional development
- Undertake mandatory Respect at Work Training
- Contribute to continuous improvement of Board effectiveness

## 11. Values and Behaviour

Directors must:

- Act in accordance with AgForce values and Code of Conduct
- Demonstrate integrity, professionalism, and accountability
- Foster a culture of trust, respect, and collaboration

## 12. Time Commitment

Directors are expected to commit sufficient time to fulfil their duties, including:

- Attendance at scheduled Board meetings
- Participation in committees and working groups
- Preparation and review of Board materials
- Engagement in strategic planning and stakeholder activities

### **13. Summary Statement**

Board Directors of AgForce provide strategic leadership and governance oversight while working constructively with the CEO and operational team members. Directors maintain clear boundaries between governance and operations, ensuring effective decision-making, accountability, and long-term sustainability of the organisation.