



the green institute

The Green Institute acknowledges First Nations peoples as the Traditional Custodians of the unceded lands on which we live, learn and work. We value their ongoing connections to Country and pay our respects to elders past, present and still to come. We honour the leadership of First Nations communities and we commit to building relationships that support self-determination and the healing of Country.

Position Description for the Green Institute board directors

Please send CV and short (no more than 1 page) expression of interest to office@greeninstitute.org.au

Our vision: Seeding, feeding and leading transformative Green politics

The Green Institute exists to create the space for strategic conversations about Green politics that can't happen anywhere else but are crucial for our movement's transformative goals.

While members, elected representatives, branches and offices rightly focus on policy platforms and process, winning seats and building political power, the Institute asks: who do we think we are, as a party and movement? What type and scale of change are we trying to achieve? What is our role in creating that change, in both the community and parliaments? How do we change the system while operating in it?

By inspiring, informing and involving people from across our movement and beyond in discussing these questions, the Institute deepens and strengthens Green ideas, activism and change-making, and influences political change from the grassroots to the parliaments.

We are of and for the party while independent of it. We are political while not electoral. Our work is challenging, engaging and always relevant, cultivating the healthy soils so people at every level of our ecosystem can join us in seeding and feeding transformative political change.

We welcome you!

The Green Institute has a culture of inclusion and empowerment, kindness and a great work ethic! We are an organisation that works toward seeding, feeding and leading transformative Greens politics. The Green Institute



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educates, researches and promotes Green political and policy ideas, founded on the principles of ecological wisdom, social justice, participatory democracy, nonviolence, sustainability and respect for diversity.

As we grow and organise we need your expertise and involvement.

The Green Institute board is comprised of dedicated people who have a desire to improve the world in which we live. As volunteers, we are working together to create a caring, better educated, fairer and more healthy world.

The Role of the board

The board provides a core leadership role, ensuring that the organisation operates compliant with our legal, financial and management responsibilities as a company. The Board adds value to the organisation by steering, anticipating and providing wisdom and good judgement. The Board contributes to the vision of the Green Institute and its values, culture and achievements.

We pay close attention to the development of a strong, diverse board that plans for succession and growing the skills and abilities of its directors. Board directors have an important role to play in the strategic direction of the Green Institute vision.

It is vital that board directors clearly understand their roles and the boundaries of those roles.

While the board sets policy and strategy, with staff (the Green Institute team) implementing these as required, what the board does in practice must also fulfil the different functions as outlined below:-

- Determine vision, purpose, policy, strategy
- Establish and maintaining values and culture
- Provide representation
- Ensure financial viability
- Ensure accountability
- Provide insight, wisdom and judgement to management decisions
- Resolve conflicting needs and interests
- Manage governance
- Appoint and support/develop the Executive Director
- Set risk policy and take legal responsibility



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The Fundamental Roles of Governance

Board Directors are responsible for :

1. Being aware of changing external environments and ensuring that the Green Institute (GI) is ready to respond to new circumstances. The board has overall responsibility for deciding GI's vision, objectives and strategies. The board is responsible for agreeing to the policies that GI adopts, and monitoring the performance of GI against any agreed plans.
2. Establishing and upholding the culture and values of GI. The board works by setting the standards and modelling the behaviour of the organisation with openness, transparency, and clarity of communication.
3. Always acting independently and in the best interests of GI. Paying attention to the voices of all of GI's stakeholders, including users, funders, staff and the general public.
4. Being responsible for the economic viability of GI and ensuring its long-term financial security
5. Remembering that the board is legally responsible for the work of GI.
6. Ensuring accountability of GI by overseeing GI's work, ensuring necessary compliance and reporting procedures are established and remaining fully aware of GI's activities.
7. Supporting the Executive Director and GI team with advice, insight, wisdom and good judgement. Good communication channels are vital.
8. Being aware of and resolving tensions within GI and being cognisant of the competing demands placed on the GI team and board.
9. Ensuring robust and high-quality governance structures and decision-making, including selecting new board directors and members, managing meetings and reviewing the quality of those structures.
10. Being responsible as a whole board, for appointing and supporting the GI Executive Director.
11. Developing and continually monitoring the board's and GI's appetite for risk. Agreeing to an overall approach to managing and mitigating risk.



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12. Being understanding of the limited time board directors have in discharging their duties and the need to focus efforts acutely on the crucial functions that only board members can discharge.
13. Ensuring that GI does not take on responsibilities, commitments and plans that are more demanding than it can deliver.
14. Being fully aware and cognisant of current GI policies, strategic documents, specific roles and history of the organisation.
15. Taking up professional development opportunities as required, within budget. Ongoing discussion is happening at the board level to develop a policy for PD at the board level.
16. Being listed with MyGov with a Directors ID as part of compliance.
17. Maintaining the Register of Interests with up to date information.

Conflicts of Interest

In the case of a board member who has personal, professional or family interests that may conflict with those of GI:

- The conflict should be declared and minuted at the beginning of each board meeting or sub-committee meeting, interview process or other business activity.
- Board directors are to notify interests by recording in and updating the GI Register of Interests, and notify the board of this.
- When there is a clear conflict of interest, the board member must withdraw from any further discussions or decisions on that matter, with a record kept of the conflict of interest and how it was handled, including details of the person withdrawing from those discussions and decisions.

Tasks/duties/expectations

As a board we continue to enjoy our roles and promote the work of the GI team and associated entities including but not limited to:

- Promoting on social media and to relevant contacts our publications (Green Agenda, papers, books and other associated publications)
- Promoting on social media (where relevant) and to relevant contacts any GI events (webinars, conferences, fundraisers)
- Attending and contributing to meetings regularly
- Participating in decision making and collaborative undertakings in between board meetings with fellow board directors and GI staff



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- That board directors serve a maximum term (TBD) on the board, to ensure that the board remains dynamic and is proactive about bringing new ideas into the mix.
- Fundraising where and when possible - including seeking donations for the institute from networks
- 3 year terms begin from attendance at your first GI board meeting, and a maximum of 3 year terms in a row may be served.

Exclusion or expulsion from the board

Our culture denotes a proclivity toward finding peaceable solutions to problems, however should an insurmountable conflict arise and mediation is not successful, a process may be undertaken to expel a board director. This decision would need to be made in consultation with the Board Directors, and the Executive Director, but the final decision would sit with the Board Directors.

Any of the following activities could result in expulsion:

- Unacceptable/unlawful behaviour when representing GI
- Unacceptable/unlawful behaviour during any GI event
- Unacceptable/unlawful behaviour toward a fellow GI Board Director, member of staff or GI Member
- Non-disclosure of conflicts of interest
- Absence from more than 3 board meetings in a row or more than 30% of meetings in a 12 month period without justification (please note this is to ensure that we continue to have a dynamic and present board to support our small employed team)

Suggested reading

- “Managing without Profit” by Mike Hudson
- “The Book of the Board” by David Fishel