NOOSA BIOSPHERE LTD

Reports to: **Governance Board**

Position Purpose:

The role of the Executive Chair is to provide leadership to the Board of Noosa Biosphere Ltd. It supports effective development and implementation of the organisation's direction and strategy and acts as the Company's leading representative.

Key Role Tasks:

1. Governance

Lead the Board and proactively facilitate the overall performance of the organisation's management and improvement systems. Work with the Secretariat and Company Secretary to ensure the organisation discharges its legal obligations and meets reporting requirements and develops long term financial management. With the Board of Directors, develop appropriate and relevant agendas to ensure meetings function effectively. Annually evaluate the performance of the organization and the board. Foster collegiality and good relations amongst board members.

2. Planning

Foster open collaboration among the community sector boards to define and articulate the organization's vision and to develop community based strategies for achieving that vision. Create and gain Board approval to annual operating plans that support strategic direction set by the board and correlate with annual operating budgets. Submit annual plans to the board for approval and present those plans to Council for annual funding consideration.

3. Management

To lead the board in delivering outcomes based on the corporate strategy and approved Plan of Management; facilitate liaison with the Secretariat and to be the board's link to Sunshine Coast Council as the member (Owner) and promote the biosphere's function so that it maintains its UNESCO status.

4. Financial management

Consult with the Secretariat and community sector boards in developing annual budgets that support operating plans and submit budgets for board approval and presentation to Council. Prudently manage the organization's resources within budget guidelines and parameters as set by the board and in cooperation with the Company Secretary. Authorise (as an officer of the company) payments for services under banking arrangements put in place by the authority of the board, as required.

5. Talent management

Work with the Secretariat and Working Group to ensure community sector board members and governance board directors operate effectively and efficiently within their role as volunteers.

6. Marketing and PR:

Manage image opportunities in other event programs, press and on-line. Assist with the production and distribution of all marketing and publicity materials (posters, program, flyers, mail outs, brochures etc) in conjunction with the director, designer, project manager and communications contractor. Represent the company at events and activities to maintain and develop appropriate image and good-will. Act as official spokesperson to the media, at events and on the speaking circuit.

7. Fund Raising

Promote the development and implementation of fund raising plans that support strategies adopted by the board. Work as a key representative of the NBL in donor relationships and the person to make one-on-one fund raising approaches. Work with the Secretariat to develop timely grant applications and progress reports for funders.

8. Community Relationships.

Serve as the primary spokesperson and representative for the governance board while encouraging and supporting individual community sector board voices. Ensure that the organization and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders. Actively advocate for the organization, its beliefs, and its programmatic efforts;

9. Program/Strategy Effectiveness

Stay abreast of current trends related to the organization's aims and objectives and anticipate future trends likely to have an impact on its work for the community;