

JOB SPECIFICATION

ADVISORY BOARD OF AGRICULTURE (ABA)

BOARD MEMBER

Appointed by the Minister for a term of two years, Board members of the ABA are paid a sitting fee for meetings, generally held every 6 – 8 weeks, as well as associated mileage/transport and accommodation costs. Additionally, they are paid for expenses if representing the ABA when attending functions within their region.

In the following areas Board members should:

ABA Planning

1. Own and understand the ABA vision, values, strategic plan and business plan
2. Regularly monitor board performance against targets
3. Be an active participant in the annual evaluation and planning efforts

Conducting ABA Business

4. Take responsibility for identifying and progressing issues for the improvement and growth of the Agricultural Bureau network
5. Participate in and act upon recommendations of the Working Groups
6. Participate actively in the Working Groups
7. Participate in activities related to offering advice to the Minister, representing the agricultural, horticultural and viticultural industries that comprise the Ag Bureau membership
8. Ensure that a clear focus of the ABA activities is a strong and active Ag Bureau network
9. Through their own regional meetings of Branches, monitor the strength of the Branches in your region, identify any needs and take action for these to be addressed
10. Seek support for these activities through ABA meetings, the Executive Officer and Administrative Officer
11. Identify and bring to the ABA issues that should be discussed and carried forward to PIRSA or the Minister
12. Identify and bring to the ABA issues that should be raised at an industry level
13. Promote the Agricultural Bureau and ABA whenever the opportunity arises
14. If acting as an ABA member, espouse the policies of the Board rather than personal views

ABA Communications

15. Get to know other ABA members and build a collegial working relationship that contributes to consensus.

16. Develop and maintain a regular contact with members, Branch Executives and Branches within the region. It is expected that the Board member make every effort to attend a minimum of one meeting per Branch per two years
17. Report on these activities to the ABA Plan, coordinate and conduct at least one regional gathering per year, including all Branches in the region (either a regional executive meeting or a regional meeting open to Branch office bearers and all interested members)
18. Provide a conduit for information transfer between the Branches and the ABA and administration

ABA Meetings

19. Attend ABA meetings as often as possible
20. Participate fully in each meeting attended
21. Stay informed about ABA and working group matters, prepare well for meetings, and review and comment on minutes and reports

Representation of ABA

22. Represent the ABA at related meetings
23. If nominated as an ABA representative to an external organisation or committee, attend meetings or arrange someone to attend in your place

ABA Administration

24. Monitor the status of the non Government ABA and Bureau finances
25. Ensure that they are financial members of the Ag Bureau at all times
26. Ensure that the Board member's own Branch and all Branches in the region are financial
27. Contribute to the development and review of policies that guide the operations of the ABA and monitor output of the administration in supporting the operations of the ABA, such as development of procedures and processes
28. Maintain regular and appropriate business communication protocols with the Executive Officer and Administrative Officer
29. Liaise with regional Branches to ensure a sound knowledge of the existence of any regional funds held, document this information and if possible become a signatory to ensure continuity of awareness of the funds

ABA Professional Development

30. Identify and raise issues relating to skills and development needed by ABA members to perform their duties, and participate in relevant training and development

Current: August 2005