

Member Elected Directors

Role Description and Key Accountabilities

Purpose of Position

The management (including financial management) and conduct of the business and affairs of ASCEPT are the responsibility of the Board.

The Executive of the Board comprises the President, Board Secretary, Treasurer and either Past President or President Elect.

The Board as a whole is responsible for exercising fiduciary care by:

- Ensuring that the business of the organisation is carried out legally and in accordance with its constitution, objects and purposes.
- Preparing an annual business plan, budget and an audited financial statement and presenting it for approval at the annual meeting.
- Regularly monitoring expenditure against the budget.
- Regularly monitoring risk.
- Taking out appropriate insurance to ensure that the organisation's property and members are protected and that public liabilities are covered.

Position Environment / Major Challenges

ASCEPT was founded in 1966 and held its first scientific meeting a year later. Since that time, ASCEPT has developed into the peak professional society devoted to advancing excellence in Clinical and Experimental Pharmacology and Toxicology in Australasia.

As a non-profit organisation all income is invested into giving members the best experience possible.

Secretariat: Suite 6, Level 1, 134 Racecourse Road, Ascot Queensland, Australia 4007

Membership is open to persons who are actively engaged in or interested in the pharmacological and toxicological sciences and who have appropriate qualifications.

ASCEPT is represented by elected Board members. ASCEPT is a founding partner of the Australian Medicines Handbook.

ASCEPT is a member of:

- The Australasian Society of Medical Research
- The Australian Academy of Sciences
- Science and Technology Australia
- IUPHAR
- IUTOX
- The Asia Pacific Federation of Pharmacologists
- Research Australia

Future challenges will encompass ensuring the Society is financially sustainable, reviewing the service delivery model to ensure ASCEPT maintains a strong customer service and continuous improvement culture, and to ensure this model continues to support the achievement of the organisation's strategic priorities.

Key stakeholders

Key stakeholders include the membership, organisations of which ASCEPT is a member/affiliated with, and sponsors.

Roles and Responsibilities of being an ASCEPT Board Member

Being selected as a member of the ASCEPT Board is a significant achievement.

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The ASCEPT Board is the peak decision-making committee of the Society and is responsible for the governance and management of the organisation. The management of the organisation involves making decisions about how ASCEPT will operate in order to achieve its goals, carry out its roles and comply with the ASCEPT constitution and other relevant rules and regulations.

As the leadership group, the Board is responsible for ensuring that the organisation carries out the purposes for which it was established. This includes:

- Ensuring that the organisation complies with its constitution and bylaws, such as those regarding the calling and holding of meetings.
- Acting in the best interest of the organisation.
- Exercising care, skill and diligence in carrying out the role of being a Board member.
- Ensuring that the organisation maintains its sense of purpose and direction.
- Meeting with, and hearing reports from paid consultants regarding the business of the organisation.

Specific responsibilities of Board members

- Attend meetings of the Board - face-to-face meetings and AGM/Conference (Board meetings are usually by teleconference on approximately monthly basis, with a Face-to-Face meeting twice a year.)
- Actively support the Executive Officer in implementing the Society's strategic and operational plan.
- Participate in the development and implementation of strategies for gathering input and feedback from current members in relation to their membership experience.
- Take an active role in planning and decision making for ASCEPT.
- Ensure members are informed about issues within the medical research sector.

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- Attend relevant committee, working group or Board meetings as required.
- Contribute to the development and implementation of the strategic plan.
- Develop and oversee the implementation of operational plans and budgets.
- Initiate and maintain liaison with the Executive Officer to promote ASCEPT and its activities.
- Ensure ASCEPT makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets.
- Understand the financial position of the Society.
- Ensure the Society's finances are properly managed, in collaboration with the Treasurer.
- Ensure the Society operates within Australian Accounting Standards, in collaboration with the Treasurer.
- Ensure adequate financial resources for the Society, in collaboration with the Treasurer.
- Contribute to fundraising strategies.
- Ensure ASCEPT is properly insured against all reasonable liabilities.
- Effectively support the President, Secretary, Treasurer and Executive Officer of the Society.
- Liaise with Special Interest Groups and communicate their activities and concerns as required to the Board.

Person specification

- Commitment to attending by teleconference/in person eleven (11) meetings of Board per year.
- Good communication skills. (e.g., with members and the Executive Officer, public speaking, presenting ideas)

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- Capacity to think strategically.
- A sense of responsibility.
- High level of motivation.
- Sound organisational skills.
- Cooperation and teamwork skills.
- Be focused, reliable and self-motivated and a team player.
- Be understanding of and committed to ASCEPT's mission and values.
- Exercise impartiality and fairness.
- Exercise due care and diligence.
- Act honestly and in good faith.
- Maintain confidentiality.
- Not make improper use of his or her position.
- Work autonomously and as part of a team.
- Keep informed of the activities of ASCEPT and the wider issues that affect its work.

Term of position

As per the ASCEPT constitution, each Member Elected Director shall hold office for a term of two (2) years, but shall be eligible for re-election or re-appointment to the Board for an indefinite number of further terms of two (2) years each.

Performance measures

- ASCEPT Board members adhere to the ASCEPT Constitution.
- Board meeting attendance.
- Feedback from members.
- Documentation and implementation of decisions.
- Key performance indicators of the Society (as articulated in the Strategic Plan) are met.
- Participation in sub-committees of ASCEPT.

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- Active commitment to meet with and understand the issues of importance to members.

To achieve the performance outlined, Member Elected Directors will be expected to dedicate at least 5 hours weekly to ASCEPT matters.

- Preparing for meetings.
- Attending meetings.
- Representing the Society on external bodies of which ASCEPT is a member.
- Working with the Secretariat to ensure deadlines and tasks are met.

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