



## Australia China Business Council

### JOB DESCRIPTION

Position title	National Chief Executive Officer
Location	Melbourne <i>(or other location by agreement)</i>
Department	National Office
Employment Status	Full Time
Reports To	Chairman of the Board

### Organisational and Position Overview

Founded in 1973, the Australia China Business Council (ACBC) actively promotes two-way trade and investment and stronger economic cooperation and understanding between Australia and China. The ACBC plays a key role in connecting Australian business to China and providing the voice of business to considerations on trade relations between Australia and China.

With more than 800 member companies and a National Office plus Branch Offices in each State and Territory, ACBC provides regular business focused activities and thought leadership to members and broader stakeholders. It also provides development activities to build stakeholder competencies in understanding business with China.

ACBC runs many events across Australia, more recently in digital form in response to COVID-19 restrictions. In prior years, events have included intimate CEO roundtables, large scale conferences, annual Canberra opportunity to connect with politicians, in-house training, and social events from large dinners to smaller cocktail parties. ACBC also has an active role in hosting in-bound business and government delegations from China to Australia and organises outbound business missions to assist Australian businesses in entering or growing in the Chinese market.

The ACBC is a company limited by guarantee and regulated by ASIC. It is a not-for-profit organisation run for the benefit of its members. The company enters into partnerships with a range of governmental and community stakeholders to educate members and promote Australian resources and services more broadly.

The Chief Executive Officer (CEO), reports directly to the Chair and works closely with the Board, to execute ACBC's recently renewed long term strategy.

### Key Duties

#### Board governance:

- Lead ACBC in a manner that supports and guides ACBC's mission as defined by the Board of Directors and as set out in the ACBC Strategic Plan and key Governance documents agreed by the Board from time to time.
- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly, to make informed decisions and to comply with all relevant statutory requirements.

#### Financial performance and viability:

- Develop resources to ensure the financial health of the organisation.
- Fundraise in relation to national office activities and develop other revenues necessary to support ACBC's mission (and supporting branches to do the same).
- Effective fiscal management of the national office that includes operating within the approved budget, ensuring effective resource utilisation, and maintenance of the organisation in a positive financial position.

**Organisation mission and strategy:**

- Works with Board and local Branches to ensure that the mission is fulfilled through programs, strategic planning, information sharing and stakeholder outreach.
- Develop and implement ACBC flagship programs, as agreed with the Board.
- Enhance ACBC's position by being active and visible in the community and by working closely with other industry associations, business councils and stakeholders generally.

**Specific job responsibilities:**

- Reports directly to the Chair and works closely with the Board of Directors.
- Seek Directors involvement in policy decisions, fundraising and to increase the overall visibility and reputation of the organisation.
- Supervise National Office staff and collaborate closely with Branch staff.
- Play a pivotal role in designing and coordinating events or liaising with Branch offices in local delivery and scheduling.
- Planning and operation of annual budget.
- Serve, along with the Chair, as ACBC's primary spokesperson to ACBC members, the media and the general public, in accordance with ACBC's media and external engagement policies from time to time.
- Establish and maintain relationships with various associations, sponsors and members and utilise those relationships to strategically enhance ACBC's Mission.
- Engage in fundraising and developing other revenue streams to support ACBC and member goals.
- Work with National team and Branch offices to coordinate and prepare reports to members, policy recommendations and submissions, as well as oversight of marketing and other communications efforts, including via social media and web content.
- Oversee Board and committee meetings, including the Annual General Meeting.
- Act as Company Secretary of the organisation
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the non-profit.
- Review and approve contracts for services.
- Sign agreements and other contracts made and entered into and on behalf of the organisation.
- Other duties as assigned by the Chair on behalf of the Board of Directors.

**Attributes**

- Transparent and high integrity leadership.
- Senior not-for-profit management experience desirable.
- Experience working in a federated member-based organisation desirable.
- Experience in working with a Board of Directors, ideally with a not-for-profit.
- High level strategic thinking and planning. Ability to envision and effectively communicate ACBC's strategic future to the staff, board, members, sponsors and other stakeholders.
- Demonstrated ability to oversee and collaborate with staff across the entire organisation.
- Active fundraising experience. Excellent sponsor relations skills and understanding of the dynamics and practicalities of fundraising.
- Previous success in establishing relationships with individuals and organisations of influence including sponsors, government departments, partner agencies and members.
- Solid organisational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong understanding of IT systems and social media communications (Australian and Chinese)
- Strong written and oral communication skills, including public speaking.
- Strong work ethic with a high degree of energy.
- Ideally, demonstrated Chinese business focus, with Mandarin capability an advantage