

POSITION DESCRIPTION

Position title: Governance Code Monitoring Panel Chairperson	
Reports to: Nil	Direct Reports: Nil
Period of Operation: February 2018 – January 2021	
<p>Primary Purpose:</p> <p>The Governance Code Monitoring Panel Chair’s primary responsibility is to monitor AIST member fund compliance with the AIST Governance Code and lead the Governance Code Monitoring Panel. The Chair of the Governance Code Monitoring Panel is responsible for ensuring that the Panel performs its monitoring, engagement, reporting and related functions adequately.</p>	
<p>Qualifications, skills and experience:</p> <ul style="list-style-type: none"> • Experience in governance or the profit-to-member superannuation sector. • Knowledge of regulations, legislation and other superannuation fund compliance obligations or a demonstrated ability to quickly acquire such knowledge. • Strong interpersonal skills and the ability to communicate complex issues clearly. • Strong analytical skills, demonstrated capacity for objectivity and good judgment. • Ability to make objective and accurate assessments. • Experience in chairing a board committee or panel. • Leadership. • Time keeping. 	
<p>Key accountabilities:</p> <p><u>Management:</u></p> <ul style="list-style-type: none"> • Plan and run meetings in accordance with the Governance Code Monitoring Panel Charter. • Ensure matters are dealt with in an orderly and efficient manner. • Bring impartiality to meetings and decision-making. • Act as the key liaison between the Panel and AIST staff. <p><u>Monitoring:</u></p> <ul style="list-style-type: none"> • Contribute to the assessment, on an annual basis, whether, and to what extent, each AIST member fund meets the requirements of the Governance Code. This includes, where relevant, assessing the reasonableness of funds’ explanations of why they have not met the requirements. <p><u>Engagement:</u></p> <ul style="list-style-type: none"> • Engage with AIST member funds and provide assistance on Code Compliance. • Develop and maintain relationships with AIST Member Funds and AIST. 	

- Contribute to the development of recommendations following Code compliance activities.

Reporting:

- Contribute to reports detailing AIST member fund Code compliance.

Teamwork:

- Meaningful participation in the work of the Panel is essential.

Integrity:

- The member must provide the minimum level of availability specified in the Governance Code Monitoring Charter. The member is expected to attend and prepare for each meeting.
- The member must act honestly and in good faith and be of good fame and character.
- The member must comply with the Governance Code Monitoring Panel Charter at all times.
- Express opinions frankly and ask questions that go to the core of issues.

Position holder signature:

Date:

AIST authorised representative signature:

Date: