



## Position Description - Independent Chair – Board Selection Committee

### Position Detail

<b>Position Title: Independent Chair – Board Selection Committee</b>	
<b>Number of Direct Reports: Nil</b>	<b>Number of Indirect Reports: One</b>

### About Dairy Australia

At Dairy Australia, our vision is to be a leader in shaping a profitable and sustainable dairy industry. We do this by providing services that collectively benefit and advance dairy farm businesses and the industry. This includes investment in research and innovation, learning and capability development, marketing, policy research, market insights, and trade development.

We are a national organisation. Our teams span the eight dairying regions across the country, with a central office in Southbank, Melbourne. Our passionate and talented people come from diverse backgrounds and are recognised as experts in their fields – all valued for their individual contributions.

We share a vision and achieve enormous satisfaction knowing the impact we collectively make in such an important industry. We live our values that are at the core of everything we do and the actions we take:

- Farmer first – farmer needs guide our purpose.
- One team – we work together to achieve great things.
- Innovative thinking – we embrace new ideas and learning as we go.
- Decisive action – we make informed decisions and move quickly to implement.

### About the Role

The Chair of the Board Selection Committee (**BSC**) leads and oversees the Committee’s work to identify, evaluate, and recommend preferred candidates for election to the Dairy Australia Board.

The Chair ensures that the selection process is robust, independent and fair.

### Background

The role of Independent Chair is a new role in 2026 following changes to the Dairy Australia Constitution approved by the farmer members at the 2025 Annual General Meeting. The changes established the role of Independent Chair and changed the composition of the BSC to:

- Enhance independence of the selection process.
- Provide that the BSC must contain at least two members with milk producer skills to enshrine the ‘farmer voice’ in the selection process.
- Allow for an expert independent member to be appointed to the BSC providing for better assessment of candidates for specific Board positions.

Under the changes approved by members, the BSC comprises up to seven members as follows:

Member	Appointed by
Independent Chair	DA Board
Director Member	DA Board
General Member	Australian Dairy Farmers (Group B Member)
General Member	Australian Dairy Farmers (Group B Member)
General Member	Australian Dairy Products Federation (Group B Member)
General Member	Australian Dairy Products Federation (Group B Member)
Independent Member	Independent Chair

### Main Accountabilities

- a. **Leadership & Governance** – Ensure adherence to the BSC Charter and Terms of Reference. Chair BSC meetings to foster constructive deliberation; ensure all members contribute and reach a consensus decision where possible.
- b. **BSC Composition** - Selecting independent members for appointment to the BSC from the BSC candidate pool.
- c. **Sourcing & Shortlisting** – Oversee candidate sourcing (advertising, external recruitment, and direct nominations). Ensure a transparent longlist/shortlist methodology and documented rationale. Address diversity objectives and guard against bias.
- d. **Assessment & Due Diligence** – Lead structured candidate interviews. Ensure consistent evaluation of candidates using agreed matrices and scoring frameworks.
- e. **Stakeholder Engagement** – Liaise with the Board to confirm needs and process timing. Communicate progress, risks and recommendations to the Board.
- f. **Confidentiality & Integrity** – Ensure maintenance of confidentiality in relation to candidate information and BSC deliberations. Manage conflicts of interest (disclosure, recusal, documentation).
- g. **Documentation** – Ensure appropriate records are maintained in relation to determination of longlist/shortlist, interview notes, scoring, reference checks, and final recommendations.
- h. **Reporting** - Present a clear report with justifications, risks, and onboarding recommendations to the Board. Attend Board meetings and the Annual General Meeting to report in relation to the selection process as necessary.
- i. **Process Improvement** – After completion of the process, lead a review of the process and recommend changes to the BSC procedures/charter as needed.

### Specific Position Requirements

To be successful in this role, the following experience and attributes are required;

- a. Strong governance knowledge and understanding of Board responsibilities.
- b. Proven leadership, facilitation, and consensus-building skills.
- c. High integrity, discretion, and sound judgment.
- d. Substantial experience in director selection processes.

### Other requirements

Australian Residency or eligibility to legally work in Australia.

### Key Working Relationships

The Chair:

- reports to the Dairy Australia Board.
- interfaces with the external recruiter, Group B members and other stakeholders (as appropriate).

The Chair is supported by the Committee Secretary for meeting scheduling and logistics, selection process documentation, and other support as needed.

### Term

12 months with an option for a further term.

### Time Commitment

8-10 days (estimated).

### Remuneration

Fixed remuneration of \$10,000 plus superannuation. This is set having regard to the Remuneration Tribunal (Remuneration and Allowances for Holders of Part-time Public Office) Determination 2025

Travel and accommodation costs (if the Chair is not resident in Melbourne) is in accordance with the Dairy Australia travel policy.

### Innovative Thinking

At Dairy Australia, our innovation vision is to continuously improve ways of doing what we do, delivering greater value to our dairy farmers and supply chain stakeholders that benefit the future of the dairy industry and generations to come.

### Workplace Health and Safety (WHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. WHS responsibilities applicable to positions are



detailed in your employment pack and are accessible on the intranet. These include general staff responsibilities and those additional responsibilities that apply for managers, employees working in higher risk categories, and other staff, visitors, and contractors.

### Risk and Compliance

Dairy Australia recognises the importance of compliance and effective risk management. Accordingly, compliance and risk management activities are considered an integral part of our culture and practices.