

Role	TNE Chair	Tenure	One initial three-year term
Enquiries	Amber Gardner Chief Executive Officer amber.gardner@tourismnortheast.com.au 03 5728 2773		

ORGANISATION

Tourism North East is the Regional Tourism Board for Victoria's High Country, which encompasses the Shires of Alpine, Benalla, Indigo, Mansfield, Towong and Wangaratta, and the three major alpine resorts of Falls Creek, Mt Buller and Mt Hotham. Within this region, TNE delivers a broad range of strategic tourism initiatives that look to drive positive outcomes to the local visitor economy, including regional marketing, product development, strategic planning, industry development, investment facilitation, research and advocacy. These efforts are focused on the High Country's five recognised product strengths: cycle tourism; snow; food, wine and craft beer; nature-based tourism; and arts and cultural heritage.

PURPOSE OF ROLE

The Chairperson has responsibility for the successful operation of the Tourism North East Board and for supporting and promoting its leadership, strategic development and growth within a sound governance framework. The Chairperson also works closely with the Tourism North East Chief Executive Officer, and Visit Victoria.

KEY RESPONSIBILITIES

In addition to the independent Chair, the Tourism North East Board consists of 16 members – the CEOs of the Councils and Alpine Resorts encompassed by the High Country, along with up to six skills-based directors and one Parks Victoria observer.

The Tourism North East Board is responsible for the holistic development of tourism across Victoria's High Country region. Some of the Board's functions will be delegated to Board Directors, and the Tourism North East Chief Executive Officer.

The key responsibilities of the Chairperson are:

- Chairing board meetings efficiently, guiding discussions relative to strategy, goals, budget and performance; encouraging contributions by all board members; and seeking consensus when making decisions.
- Representing the Board and speaking to its agreed position as appropriate when engaging with external stakeholders.
- Maintaining an effective working relationship with the CEO, and being the main point of contact between the CEO and Board.
- Facilitating appropriate reviews of the CEO's performance.
- Leading the recruitment process of skills-based directors

KEY SELECTION CRITERIA

The Chairperson will be selected on the basis of the following expertise:

- Competency and experience in chairing meetings.
- Competency and experience in business, marketing, finance and corporate governance.
- Strategic thinking skills.
- Sound understanding of the management of complex stakeholder issues.
- Commitment and connections to Victoria's High Country region.
- Strong leadership skills.
- High emotional intelligence, tact and diplomacy.
- Ability to drive an agreed vision for the regional tourism identity.
- Relevant experience with Government and/or tourism industries viewed favourably.

An Appointment Panel consisting of representatives from Visit Victoria and three Board members will oversee the Chair recruitment process.

CONDITIONS

- The appointment will be for an initial three-year period.
- The Tourism North East Board will meet on a minimum of four occasions per annum – three times in-region and once in Melbourne.
- The TNE Chairperson sits on a finance sub-committee of the Board that meets twice annually.
- The TNE Chair is required to attend occasional meetings in Melbourne on behalf of the Board.
- An annual fee of \$20k will be paid to the Chair to cover all costs associated with performing the role. This includes, but is not limited to travel, accommodation, phone, internet and printing.
- The successful applicant is required to have their own vehicle and hold a valid drivers licence.

APPLICATION PROCESS

Please forward a cover letter that addresses the selection criteria along with your resume to amber.gardner@tourismnortheast.com.au by Friday, 29 March **2019**. Formal applications should be marked to the attention of:

Bill Russell
Acting Chair, Tourism North East