

REIV Director (Elected)

Position Description

Position

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Location

REIV, 617 Victoria Street, Abbotsford VIC 3067

Nature of Business

The Real Estate Institute of Victoria Ltd (REIV) is the peak body for the Victorian real estate sector. It is a not for profit company limited by guarantee with members located throughout metropolitan and regional Victoria. REIV members specialise in all aspects of real estate including residential property management, residential sales, auctions, business broking, commercial and industrial sales and leasing, owners' corporation management and property valuations.

The REIV's 10 year vision is to: Be the leading source of knowledge to support a sustainable and united real estate industry. The REIV's strategy for 2023 to 2026 is to: Achieve a 25% increase in representation by delivering unrivalled learning and development, informed and impactful advocacy, trusted information and cultivating an inspired and connected Victorian real estate industry. The 3-year strategy is supported by four goals: Learning & Development: Be the primary choice for L&D in the real estate sector; Advocacy: Be the go to organisation for all real estate related commentary and policy; Growth: Sustainably grow the membership; and Engagement: Increase the number and quality of member touch points.

The REIV's core services for and to Members are:

- Advocacy on a wide range of real estate critical matters through active engagement with external stakeholders including government, politicians and kindred organisations and as a respected media commentator.
- Professional development through a wide range of events, short courses, online courses and forthcoming online communities.
- VicForms and hard copy forms, an information service, sector-related news, tools, research and insights, stationery and equipment

The REIV is active at Federal level through its membership of the Real Estate Institute of Australia and on the international stage through FIABCI, the International Ethics Standards Coalition and National Association of Realtors (USA).

REIV Values are: Leadership, Courage, Innovation and Respect

Appointment Term	From the end of the AGM in 2026 for three years with the potential to stand for re-election for two further three-year terms, subject to serving no more than nine consecutive years as a Director and eligibility being maintained.
Remuneration	\$20,000 per annum including the REIV Super Guarantee Contribution.
Time Commitment	Equivalent to approximately 2 full days per month covering preparation for, attendance and participation in Board and associated meetings. Directors should make themselves available for unscheduled meetings and dealing with matters by correspondence and video conferences as required. The time commitment may be more where a Director is appointed to one or more Board Committees.
Role of the REIV Board	To manage the business of the Institute by: • Ensuring that the REIV meets all its legal and fiduciary responsibilities • Discharging the Board's responsibilities under the Corporations Act, REIV Constitution and By-Laws • Determining the REIV mission, purpose and strategy • Scrutinising and approving plans prepared by Management for the achievement of strategy • Monitoring the performance of REIV services and programs in line with agreed plans and overarching strategy • Ensuring robust corporate governance, financial and risk management • Approving the REIV annual budget, audit reports and material business decisions • Appointing and monitoring the performance of the CEO • Representing the REIV as a united front to members and external stakeholders.
Responsibilities of Directors	• Understand and comply with the legal obligations of Directors under the Corporations Act 2001 • Act at all times in accordance with the REIV Constitution, By-Laws and Board decisions • Comply with REIV policies and procedures including, but not limited to: the Directors and Officers Code of Conduct, policies on Confidentiality, Conflicts of Interest, External Communication and Stakeholder Engagement, the Scheme of Delegation and Decision Framework • Act at all times in the best interests of the REIV as a whole • Manage and declare conflicts of interest • Prepare for, attend and participate conscientiously in scheduled and ad hoc Board and other governance meetings including, such as: ◦ Board Committees ◦ Industry Forums ◦ General Meetings of Members • Understand and drive the REIV vision, mission, strategy, policies, programs and needs • Work as a high-performing team • Provide constructive support to the CEO in their management of strategy delivery • Invest in their own professional development as a Director and participate in development activities provided through the REIV. Also see AICD General Duties of Directors: https://www.aicd.com.au/content/dam/aicd/pdf/tools-resources/director-tools/individual/director-tool-general-duties-of-directors.pdf

Requirements	Must satisfy: • REIV Constitution eligibility requirements • Corporations Act requirements of Directors • Victorian Registration and Qualification Authority Requirements of Directors including provision of a Police Check issued within the last 6 months and a Fit and Proper Person Declaration. • VET Funding Contract requirements regarding disallowed persons
Experience and qualifications	• Demonstrated experience of developing, driving and monitoring strategy • A successful track record of managing complex stakeholder expectations and relationships • Experience of driving organisational change • Ability to foster a culture of compliance and accountability • Experience of corporate risk management • Experience of corporate financial management • Completion of AICD or other Company Director training (Desirable) • Prior experience of corporate governance as a Company Director or Company Secretary (Desirable) • MBA, Accountancy, Legal or other professional qualification (Desirable)
Skills and qualities	• Appreciates the distinctions between the roles of Members, Directors, the Board, the CEO and Management • Understands the confines of operating within a member based organisation • Ability to take and maintain a helicopter view • Strategic leadership • Bring independent thought to the table • Excellent communication skills with the ability to listen actively, seek clarification to ensure understanding and express ideas clearly • Ability and willingness to address matters outside immediate areas of expertise and/or interest • Have sufficient levels of commercial acumen and judgement • Able to be an agent/driver of change, simultaneously focusing on strategy, innovation, risk and benefits • Customer focus • Values that align with those of the REIV • Willing and able to contribute sufficient time and commitment.
Eligibility	In addition to the eligibility requirements set out in the REIV Constitution, REIV Directors must also satisfy requirements of Directors in the Corporations Act. The law does not allow people to be Directors or manage a company (without court consent) if: • They are bankrupt • Are still subject to a personal insolvency agreement or composition under the Bankruptcy Act 1966 • Have been convicted of offences like fraud or breaching their duties as a Director.
On election	Appointment as an REIV Director will be confirmed only on receipt of: • A signed Consent to Act as a Director including a Director Identification Number (DIN) • Agreement to abide by the REIV Director Terms of Appointment including REIV Board Policies • Completed Register of Interests Form • Provision of a clear recent Police Check Certificate and Fit and Proper Person and Disallowed Persons Statutory Declarations.