

JOB ADVERTISEMENT NEAS INDEPENDENT DIRECTOR

NEAS is currently recruiting for an **independent non-executive director** and invites applications **before Close of Business September 15th, 2025**. Applications should include a concise cover letter and curriculum vitae prepared for the role.

NEAS Australia

NEAS Australia is a long-established not-for-profit membership association providing quality assurance services in the English language teaching sector. An industry leader, NEAS operates in Australia and abroad servicing a diverse membership base from universities to TAFE and vocational training, cross-sector and stand-alone training businesses.

In addition to quality assurance services, NEAS serves as a thought leader to the sector providing online and face to face professional development, events and programs to managers and teachers. Its annual conference attracts members, non-members and sponsors from various supporting industries including language proficiency testing, employment agencies, teacher training and ed-tech.

Looked upon with much respect, NEAS takes pride in quality, integrity, innovation, community and in the act of giving. Operating as a non-for-profit organisation, NEAS promotes, projects and instils confidence and trust through its independent board, advisory council and staff team.

THE ROLE

EXPECTATIONS OF THE BOARD AS A WHOLE

The NEAS Board is responsible for:

- Determining the mission and purposes of the organisation
- Selecting and evaluating the performance of the CEO
- Strategic and organisational planning
- Ensuring strong fiduciary oversight and financial management
- Approving and monitoring NEAS Australia's programs and services
- Enhancing NEAS Australia's public image and reputation
- Assessing its own performance as the governing body of NEAS Australia
- Overseeing risk management and compliance with legal and ethical standards

EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

Each individual Board member is expected to:

- Know the organisation's mission, policies, programs, and needs
- Faithfully read and understand the organisation's financial statements
- Serve as active advocates and ambassadors for the organisation and fully engage in identifying and securing the financial resources and partnerships necessary for NEAS Australia to advance its mission
- Leverage connections, networks, and resources to develop collective action to fully achieve NEAS Australia's mission
- Help identify personal connections that can benefit the organisation's reputational standing and influence public policy
- Prepare for, attend, and conscientiously participate in 5-6 Board meetings per year, including strategic planning sessions
- Participate fully in one or more Board committees and other governance activities
- Attend the NEAS Annual Conference and represent NEAS at relevant stakeholder and government meetings as needed
- Collaborate collegially with other Board members and the CEO to advance NEAS' objectives
- Uphold confidentiality, ethical standards, and disclose any conflicts of interest in accordance with NEAS policies
- Understand the distinction between member-elected and independent directors and the Board's governance framework as per the NEAS constitution

COMMITMENT AND REMUNERATION

- Directors are expected to commit to approximately 5-6 Board meetings per year, strategic planning sessions, and the annual conference
- The position includes an annual director's fee of AUD 7,000 plus superannuation

Applicants should submit their application to Adam Kilburn, CEO of NEAS Australia, via a.kilburn@neas.org.au before COB September 15th, 2025

Enquiries may also be directed to the CEO.