



Position Description

Position title:	Executive Director
Reports to:	AMPJP Council (via Chair of the AMPJP Council)
AMPJP Vision	Our Vision is for flourishing, vibrant Catholic ministries governed by well-formed Canonical Stewards, continuing Jesus' mission in Australia and beyond in the 21st century.
AMPJP Mission	In fostering the ministry of canonical governance, the AMPJP, supports its members, as an umbrella organisation, to flourish individually and together in communion with the rest of the Catholic Church. AMPJP facilitates Ministerial PJPs collaboration on common issues and communion with the wider Church.
Position's purpose	<p>In collaboration with the Chair of the AMPJP Council, the position promotes the Association - enabling it to be a strong representative body for its Members and having meaningful relationships with important stakeholders, including other church bodies.</p> <p>The Executive Director attends AMPJP Council meetings but is not a member and has no voting rights. The Executive Director works closely with AMPJP Council and Ministerial PJPs as the proactive enabler of progress on the objects of the Association.</p> <p>Being the AMPJP's sole employee, this position also ensures the efficient administration and compliance of the Association.</p>

Roles	Major activities	Measures of success
Strategy	Collaborate with the Council to refine and implement the strategic plan	➤ AMPJP Council receives a timely draft and reviews of Strategic/Annual Plan and supporting documents
	Maximise opportunities to advance AMPJP priorities	➤ Brings new and renewed options to the attention of Council and Committees ➤ Provide appropriate follow-up on agreed actions
	Provide thought leadership to Council re. emerging issues	➤ Presents relevant and clear briefing papers to Council and Committees
Sustainable infrastructure	Organise any AMPJP events, e.g. AGM, conferences, forums.	➤ Participants and Council are satisfied with these events
	Prepare meeting papers and arrange venue/ accommodation/ catering for: <ul style="list-style-type: none"> • Council meetings (8 online) • CORMSAA (5 online and 1 in-person) • AMPJP Formation Committee (4 online and 1 in-person) • AGM-Forum (for 60 people each August) • extended Council meeting (26 people each Feb) 	➤ Chair approves agenda and meeting papers which are circulated within timeframe specified in AMPJP policy
	Take minutes of meetings.	➤ Minutes are approved by the relevant Chair and circulated within timeframe specified in AMPJP policy
	Assess and arrange insurance.	➤ Adequate insurance policies maintained.
	Pay accounts and maintain financial records.	➤ Accounts paid within timeframe specified in AMPJP policy
	Provide quarterly financial statements.	➤ Financial reports provided to Council meetings are as required
	Provide auditor with necessary information and records.	➤ AMPJP financial audit information is provided to the Auditor timely and complete
Prepare and implement annual budget and cash flow statement.	➤ Budget presented to Council by June ➤ Actuals are delivered within parameters specified in AMPJP policy	

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Communication Relationship Building and Public Relations	Inform members and others of AMPJP and other relevant information and events.	<ul style="list-style-type: none"> ➤ Regularly circulates relevant information to members ➤ Regularly informs others of AMPJP activities and positions
	Regular engagement with AMPJP stakeholders	➤ Contact is as per AMPJP annual operational plan and in consultation with Council Chair
	Cultivates cooperative relationship with key Church bodies	<ul style="list-style-type: none"> ➤ Arrange/participate in regular meetings with ACBC, CRA, ACSL ➤ Relevant communication between meetings
	Project a professional image that reflects AMPJP values/standards	➤ Behaviour accords with AMPJP Code of Conduct at all times during her/his employment.
	Respond to correspondence, emails and telephone calls.	➤ Response within timeframe specified in AMPJP policy
Legal and Compliance	Fulfil responsibilities of AMPJP Company Secretary	➤ AGM and Council meetings/resolutions accord with AMPJP Constitution and legal requirements
	Ensure resolution of legal issues with AMPJP Council	➤ AMPJP Council satisfied with the outcome
	Ensure regulatory bodies have current information on AMPJP	<ul style="list-style-type: none"> ➤ Lodges ACNC Annual Statement and updates Responsible Persons within required timeframe ➤ Other regulatory requirements are met
	Ensure Work Health and Safety requirements are met	<ul style="list-style-type: none"> ➤ Policy is current and relevant ➤ Risk Register is current ➤ Works within AMPJP Work Health and Safety policy/standards at all times during her/his employment.
	Ensure safeguarding requirements are met	➤ Compliance with AMPJP Safeguarding Policy (and procedures)
	Ensure privacy and information breach requirements are met	<ul style="list-style-type: none"> ➤ Policy current and relevant ➤ Information management is in accord with AMPJP policy
	Ensure taxation compliance	<ul style="list-style-type: none"> ➤ BAS submitted within required timeframe ➤ Payment summary submitted within required timeframe
Selection Criteria	<p>Essential</p> <ol style="list-style-type: none"> 1. Commitment to ethos and mission of the Catholic Church. 2. Sound understanding of the Catholic Church and its structures within Australia. 3. Demonstrated leadership experience. 4. Excellent administrative, organisational, communication and secretarial skills. 5. Ensure regulatory compliance and other Company Secretary duties. 6. Strategic and future oriented focus with ability to network and to develop & drive AMPJP agendas. 7. Clearances in regard to Working with Children and Criminal background checks. 8. Engagement with approved professional development activities. <p>Desirable</p> <ol style="list-style-type: none"> a) Relevant tertiary qualification (Theology, Management) b) Bookkeeping and financial skills c) Website/social media skills. 	
Decision making authority	Financial and operational authority is specified in AMPJP policies, Council resolutions and AMPJP Responsibility Matrix	
Working Relationships	AMPJP Council – most frequently with the Chair of the AMPJP Council AMPJP Member Representatives and MPJP ‘Executive Officers’ ACBC and CRA and their agencies Regulatory bodies: e.g., ACSL, ACNC, ATO, OAIC, SafeWork NSW	
Incumbent’s signature:		Date:
AMPJP Chair’s signature:		Date:
Date position description last reviewed:	31 May 2023	Next review by AMPJP Council is due on:
		31 May 2024