



WISA Director Information Kit

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How the WISA Board is Formed

Women in Seafood Australasia (WISA) is a not-for-profit company limited by guarantee, dedicated to representing, connecting and empowering women across the seafood industry in Australia and New Zealand.

Our work is guided by our members and led by a volunteer Board of Directors.

Under the WISA Constitution, the Board includes:

- One elected Director from each Australian State and Territory.
- One Australasian Director, providing representation from the broader Australasian region.
- Up to two Independent Directors, appointed by the Board to bring additional skills, experience or expertise.



Elected Directors

State, Territory and Australasian Directors are elected by WISA members and serve three-year terms. The Constitution provides for Director rotation so Board membership changes progressively rather than all elected positions becoming vacant at the same time.

The Constitution refers to a maximum of two consecutive elected terms. In practice, this means an elected Director can ordinarily serve for up to six consecutive years.

If an elected position is not filled, the Board may appoint an eligible member to fill the position for up to one year, or until an appropriate Director is elected, whichever occurs first.

Independent Directors

The Board may appoint up to two Independent Directors. Independent Directors are selected according to the skills and experience the Board requires at the time and do not have to be WISA members.

Independent Directors are appointed for one-year terms. The Constitution does not specify a maximum number of consecutive one-year appointments.

Casual Vacancies

If an elected Director leaves the Board before completing their term, the Board may appoint an eligible person to fill the casual vacancy. A casual appointee serves only until the conclusion of the next Annual General Meeting (AGM), when they may be eligible to stand for election.

Together, these arrangements provide broad geographic representation while allowing WISA to strengthen the overall mix of skills, experience and perspectives across the Board.

Role of a WISA Director

Being a WISA Director is a rewarding opportunity to influence positive change and be part of a supportive community committed to advancing women in seafood and the seafood industry,

Directors set WISA's strategic direction and help ensure the organisation is well-governed, financially responsible and operating in line with its purpose, values and legal responsibilities.



As a WISA Director, you will:

- Set and monitor WISA's strategic direction.
- Provide governance, compliance, risk and financial oversight.
- Represent and promote WISA within the seafood community.
- Support member engagement and WISA's sustainable growth.
- Prepare for and actively contribute to Board discussions and collective decision-making.

Time commitment. Directors should expect to contribute time to:

- Four to six Board meetings each year, primarily online, with an in-person meeting where possible.
- Board papers and preparation ahead of meetings.
- At least one Board subcommittee or working group, where possible.
- Occasional WISA and seafood industry events, activities and stakeholder engagement.

Governance Responsibilities

Being a Director is a governance role. Directors are not responsible for WISA's day-to-day operations; their role is to guide, oversee and hold the organisation accountable.

- Act in good faith and in the best interests of WISA, ahead of personal or business interests.
- Exercise care and diligence when making decisions.
- Oversee WISA's finances, including budgets, financial performance and the responsible use of resources.
- Ensure WISA complies with its Constitution, the Corporations Act and other relevant legal obligations.
- Identify and oversee key organisational risks.
- Ask questions, test assumptions and make informed decisions.
- Work collaboratively, respect different views and support collective Board decisions.

Further information about the duties of Company Directors is available from the [Australian Institute of Company Directors \(AICD\)](#).



Who Can Nominate?

For an elected State, Territory or Australasian Director position, the WISA Constitution requires a candidate to be a WISA member and eligible to act as a company director.

To nominate yourself, you must:

- Be a current WISA member.
- Be eligible to act as a company director under Australian law.
- Submit a notice signed by you confirming that you wish to be a candidate at least 30 Business Days before the relevant general meeting.

A Board Built Collectively

The nomination information is not a checklist that every candidate must satisfy. It helps members understand what each nominee could contribute and helps WISA maintain visibility of the mix of skills, sector knowledge, connections and perspectives across the Board as a whole.

If you care about WISA's purpose, can contribute constructively to Board discussions and are willing to take on the responsibilities of a Company Director, we encourage you to consider nominating.

What WISA Asks of Candidates

Beyond the constitutional requirements, WISA seeks Directors who support its purpose and are willing to contribute constructively to the work of the Board.

- A commitment to advancing women, gender equality and inclusion in the seafood industry.
- Relevant skills, experience, industry knowledge or perspectives that can contribute to WISA.
- Sound judgement and the ability to work collaboratively with people who bring different views and experiences.
- The willingness and capacity to fulfil the time commitment and responsibilities of a Director.

Previous Board or governance experience is desirable, but it is not essential. Passion, commitment, sound judgement and the ability to work collaboratively are equally important.



Nomination and Election Process

WISA State Directors are elected by members. The Board's role is to check that nominations meet the eligibility requirements and that the information needed for the election process has been provided.

1. **Call for nominations** - eligible WISA members are invited to nominate for available Director positions.
2. **Eligibility check** - WISA reviews nominations to confirm eligibility and may contact a nominee if further information is required.
3. **Member voting** - if there are more eligible nominees than available positions, an electronic election is held before the AGM. Voting does not take place at the AGM.
4. **Announcement** - successful Directors are announced at the AGM and welcomed to the Board.

WISA values diversity in culture, skills, experience, industry background and location. We aim to maintain a Board that reflects the breadth of the seafood industry and the community we represent.

No Director is expected to bring every skill or area of experience. WISA seeks a balanced Board with a complementary mix of perspectives, knowledge and capabilities that can effectively guide the organisation, oversee its governance and contribute to its future direction.

The information requested from nominees is not a checklist that every candidate must satisfy. It helps WISA and members understand what each nominee could contribute to the Board as a whole.

What We Ask Nominees to Tell Us

As part of the nomination process, candidates are asked to provide information about:

- Relevant qualifications, including any formal governance or directorship training.
- Previous or current Board experience, where applicable.
- Experience and connections across different parts of the seafood industry.
- Skills and experience relevant to effective governance and WISA's work.
- Any other experience, perspectives or capabilities they would bring to the Board.



Industry Experience and Connections

WISA welcomes nominees from across the seafood industry. The nomination form asks candidates to indicate their level of experience and connections across areas such as:

- Commercial fishing / wild harvest
- Aquaculture and mariculture
- Manufacturing and product development
- Hospitality
- Training and education
- Indigenous seafood sectors
- Academia and research
- Processing
- Wholesale and retail
- Marketing and promotion
- Government

Skills and Experience

Candidates are also invited to indicate their level of experience in areas that can contribute to effective Board governance and WISA's work, including:

- Communications
- Stakeholder engagement
- Leadership
- Business and commerce
- ICT
- Governance
- Strategy development
- Event management
- Finance
- Risk and compliance
- Policy development
- Legal expertise
- Human resources
- Fundraising

Candidates can also identify any other skills, experience or perspectives they would bring to the Board.