



Position Description	
Position Title	Boards Director
Program Location	Head Office
Classification	Volunteer
Objective	<p>The Board (which has the same meaning as “Committee” and subject to the Act) is the governing body of the Company whose Members consist of not less than five (5) and not more than nine (9) Members, duly elected at the Annual General Meeting in accordance with the Constitution, clause 55, two of those members shall be elected by the Board pursuant to the Constitution, clause 47 as the following:</p> <p>Officer Bearers:</p> <ul style="list-style-type: none"> o Chairperson o Deputy-Chairperson
Key Accountabilities and Capabilities	<p>Powers of the Board are based on Part III of the Constitution, which outlines:</p> <ul style="list-style-type: none"> • Membership acceptance to the organisation • Election of Board members • Executive Committee and roles of Officers of the Board • Meeting processes and voting • Subcommittees • Responsibility for General Meetings. <p>The primary responsibilities include that the Board:</p> <ul style="list-style-type: none"> o adds long term strategic value to CS#1 o improves CS#1 performance through strategy development and policy making o monitors CS#1’s performance, ensuring that it is in the members/users interests and meets agreed goals including complying with all relevant legal requirements and contract obligations o recruits and monitors the performance of the CEO o provides control and support to achieve high levels of compliance and performance. <p>Essential functions of the Board are:</p> <ul style="list-style-type: none"> o set strategic direction with CEO: goals, strategies with KPIs, policies and performance targets o ensure the resources to achieve the strategic plan are available to the CEO: money, management, personnel, materials and policies o monitor performance against strategy and targets, in an ongoing way and take action to ensure the organisation avoids unacceptable actions and situations o ensure there are adequate and accurate policies and processes in place to comply with legal and accounting requirements and the CEO develops a culture of compliance o set the organisation’s risk appetite and ensure risks are clearly identified and suitable framework and processes are in place to enable the CEO to manage them

	<ul style="list-style-type: none"> ○ accountability to members to report progress, as their appointed representatives. <p>Key Board activities include:</p> <ul style="list-style-type: none"> ○ setting the strategic direction and approving management plans to get there ○ CEO selection, monitoring, evaluation, remuneration and, when necessary removal ○ ensuring effective governance processes are in place and used ○ setting and monitoring the organisation's culture ○ control and monitoring organisational performance ○ ensuring risk management is happening ○ compliance with legal and regulators' requirements ○ financial control and monitoring solvency ○ big picture policy formulation ○ communication with key stakeholder groups ○ crisis management ○ networking.
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Selection Criteria	
<p>Required Qualifications, Skills and Experience</p>	<p>The board is particularly interested in hearing from candidates with experience/skill set and/or formal qualifications in the following areas:</p> <ul style="list-style-type: none"> • Community care • Governance • Board Director experience • Strategy • People and culture leadership. <p>Demonstrated core skill sets in Corporate Strategy, Board level Financial Literacy, and compliance literacy and understanding.</p> <p>Demonstrated expert knowledge of the Community and Education and Care sectors.</p> <p>Demonstrated experience providing responsive advice and consulting services to Executive-level clients.</p> <p>Proven well-developed time management, planning and execution skills, including the ability to prioritise workloads and meet tight deadlines.</p>
<p>Additional Requirements</p>	