



# **Position Description**

## **Board Member**

Version: 1.1  
November 2020

## POSITION SPECIFICATION

### Role title

Position Title

Board Member, Lifeline South Coast

### Position statement

This position will act as a partner to other Board Members, and part of a leadership team to the CEO, through the provision of strong governance and strategic leadership to Lifeline South Coast.

Service on Lifeline South Coast's Board is without remuneration, except for provision of administrative support, travel, and accommodation costs in relation to Board Members' duties.

#### Responsibilities of the Board

The responsibilities of the Board are outlined in Lifeline South Coast's Constitution and supplemented by the Governance Policy and Board Charter.

In brief, the Board has agreed its role includes;

- Performance Monitoring of Lifeline South Coast
- Financial oversight and reporting
- Strategic planning
- Business planning
- CEO performance, development and remuneration
- Risk management and internal controls
- Legal compliance
- Governance matters

### Responsibilities of Board Members

The functions of the Board are to:

- Provide effective leadership and collaborate with the CEO in:
  - articulating the organisation's values, vision, mission and strategies
  - developing strategic (direction) plans and ordering strategic priorities
  - maintaining open lines of communication through the organisation and with external stakeholders
  - developing and maintaining an organisation structure to support the achievement of agreed strategic objectives
- Monitor the performance of the CEO against agreed performance indicators
- Be advised of the business (action) plans and annual budget proposed by the CEO
- Monitor the achievement of the strategic and business plans and annual budget outcomes

- Contribute to Board committees, policies and procedures to facilitate the more effective discharge of the Board's roles and responsibilities
- Ensure, through the Board committees and others as appropriate, compliance obligations and functions are effectively discharged
- Participate in the Board self-evaluation program and follow-up action to deal with issues arising.
- Be willing to attend courses, seminars and participate in development programs as the Board judges appropriate
- Ensure that all significant systems and procedures are in place for the organisation to run effectively, efficiently, and meet all legal and contractual requirements
- Ensure that all significant risks are adequately considered and accounted for by the executive management team.
- Ensure that organisation has appropriate corporate governance structures in place including standards of ethical behaviour and promoting a culture of corporate and social responsibility.

Each Board Member is expected to be actively involved in the Board's undertaking of its functions.

The Board has no operational involvement in the conduct of the organisation's business activities and delivery of services.

Its role is confined to strategic planning; policy identification, review and compliance; overseeing risk and its management; oversight of the CEO's performance.

### Delegations, authority levels and decision making

- As per Lifeline South Coast's delegation policy

## PART B: PERSON SPECIFIC

### Qualifications and experience

#### Essential Criteria

All Board Members are required to

- Have a commitment to, and understanding of, Lifeline South Coast beneficiaries and mission preferably based on experience of working for strong values based / mission focused organisation/s.
- Have personal qualities of integrity, credibility, and a passion for improving the lives of Lifeline South Coast's beneficiaries.
- Be a "suitable and responsible person", as outlined by the ACNC
- Discharge the duties of responsible person, as outlined by the ACNC
- Understand WHS due diligence as an Officer of a PCBU
- Be available to attend Board Meetings and be available to review out of meeting information; requests for decisions.

## Desirable

- Affiliation with the Church and commitment to the values of the Uniting Church
- Evidence of strong network and relationship building skills.
- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- Track record of building credibility in the funding community that has resulted in varied sources of funding for organisations.
- Excellent written and oral communication skills
- Have strong diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Be regarded in the community as a leader in business, government, philanthropy, or the non-profit sector.
- Be able to demonstrate success as a non-profit Board Member

## Key knowledge areas

The whole Board requires skills in:

- Retail, as it related to “opportunity shops”
- Governance
- Understanding of the structures/processes within the Uniting Church
- Regulatory Compliance, as it relates to non profit organisations ad charities
- Accounting/Finance,
- Legal compliance, as it relates to non profit organisations ad charities
- Senior management/governance
- Fundraising/sponsorships
- Government/government relations/advocacy
- Health/mental health/welfare/community/NFP
- Entrepreneurship
- Business management/administration/development
- Information/communication technology
- Project management/consulting
- Research
- Quality management/evaluation
- Operations/service delivery

Individual Board Members are not expected to have detailed knowledge in all areas listed but in a selection of areas that complements other Board Members, ensuring the Board as a whole possess skills in all key knowledge areas.

**PART C: ACKNOWLEDGMENT**

I have read and understand the position description

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Signed

Date