

**Position:** Board member

**Reporting to:** Chairperson

**Direct reports:** Nil

**Term:** Two years, upon election by Association membership at an Annual General Meeting, or, if co-opted by the board, until the next scheduled Annual General Meeting

**Special Conditions:**

- A minimum time commitment of 4-6 hours per month
- Access to telephone, email and internet
- Willingness to attend financial training updates and industry briefings

SA Country Carers must be satisfied that members of the board are not disqualified from managing a corporation nor disqualified by the Australian Charities and Not-for-profit Commission (ACNC) from being a responsible person. To ensure this, a search will be conducted in the ASIC Disqualified Persons Register and the ACNC Register of Disqualified Persons.

**Purpose of the position**

Acts in a position of trust for the community and takes responsibility for the effective governance of the organisation. This includes setting the strategic directions and policy platform, ensuring legal compliance, and monitoring the effectiveness of the organisation's programs.

Board members, in their capacity as the elected representatives of SA Country Carers' members, must act in the best interests of the organisation as a whole.

**Key Responsibilities**

Inside the board room:

- Attends board meetings and relevant sub-committee meetings;
- Fulfil legal duties;
- Undertakes appropriate action in situations of a conflict of interest;
- Conscientiously assists the board to fulfil all of its roles;
- Actively contributes to board room debate;
- Undertakes behaviours which positively add to the dynamics of the board room;
- Maintains reverence to the operational aspect of the organisation;
- Maintains a strategic viewpoint with every decision;
- Adheres to all SA Country Carers policies and procedures;
- Acts in accordance with SA Country Carers Governance Charter and Constitution.

Outside the board room:

- Reviews all appropriate meeting documentation, seeking any necessary clarification prior to meeting commencement;
- Represents the board, as required;
- Maintains effective relationships with partners, supporters and external identified community connections;
- Networks on behalf of the organisation as required;
- Supports the letter and spirit of board decisions;
- "Lives" the values of SA Country Carers;
- Adheres to agreed standards of behaviour and the organisational Communication Plan;
- Respects and upholds the Delegation of Authorities.

### PERSON SPECIFICATION

#### Essential Qualifications

- Nil

#### Desirable Qualifications

- Formal training in governance
- Tertiary education in business, management or the health or care industry

#### Essential Knowledge and Experience

- Nil

#### Desirable Knowledge and Experience

- Experience in the development and review of strategies and goals;
- An awareness of governance issues, risk assessment and legal compliance.

#### Essential Skills and Attributes

- Ability to constructively contribute to a consensual team dynamic within the board;
- Integrity – acting ethically and in the best interests of the organisation;
- Awareness and respect for the different motivations of individual members and acceptance of differing communication styles;
- The ability to interpret reports.

#### Desirable skills and attributes:

- Experience in committee or groups
- Lived experience of the caring role
- Knowledge of the community sector
- Membership of established local professional or personal networks

*I have read and understood the requirements of this position and accept appointment accordingly*

Signed ..... Date .....