

POSITION DESCRIPTION

POSITION TITLE	Board Member/Non-executive Director
STATUS	Volunteer – 2 year term
DATE	February 2022

ABOUT LAUREL HOUSE

The North and Northwest Tasmania Sexual Assault Support Service (Laurel House) has provided a range of trauma-informed, evidence based, therapeutic services to the victim-survivors of sexual assault for over 30 years.

We deliver a broad range of programs to adults, young people and children including the provision of therapeutic trauma-informed face to face counselling at our centres located at Launceston, Devonport, and Burnie, a 24-hour Support Service, providing forensic and legal victim/survivor support and advocacy, and we have an expanding education, preventative, and early intervention program.

ABOUT THE BOARD

Laurel House has a skill-based board whose role is to provide overall governance, management and strategic direction for the organisation. The Board is comprised of the chair, deputy chair, treasurer, secretary and ordinary board members. The Board meets after hours in person or via technology a minimum 6 times per year for approximately 2 hours per meeting. Additional meetings are scheduled as needed.

Board members are also expected to attend the Annual General Meeting, any special general meetings, an annual strategic and/or governance review and any director professional development opportunities.

The Board utilises sub-committees to effectively through distribute the work of the Board and to consider relevant issues in more detail. The Board has established three (3) subcommittees, each focusing on a distinct aspect of the functions undertaken by Laurel House. The subcommittees are 1) Clinical Governance Committee, 2) Finance, Audit and Risk Management Committee, and 3) Governance and Nominations Committee. Each board member is expected to participate in at least one subcommittee based on their expertise and preferences.

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PURPOSE OF THE ROLE

Each board member is elected and collectively forms the organisation's Board. The Board is responsible for the overall governance, management and strategic direction of the organisation, and has ultimate accountability for its activities and performance. The duties of the board member are to act in good faith and a proper purpose, to act with reasonable care, skill and diligence, to disclose and manage conflicts of interest and to safeguard the improper use of information or position.

BOARD RESPONSIBILITIES AND ACCOUNTABILITIES

The Board is responsible for:

1. Strategy – establishing strategies to guide, monitor and control the organisation's activities.
2. Resources – making resources available to achieve the strategy and overseeing their use.
3. Performance – monitoring the organisation's performance.
4. Compliance – overseeing processes to comply with legal and regulatory requirements.
5. Risk – overseeing a risk management framework that supports informed decision-making by the organisation.
6. Accountability – reporting progress and aligning the collective interests of the members, stakeholders, Board, management and employees.

SELECTION CRITERIA

1. Possess the ability to think strategically and to identify and critically assess strategic opportunities and threats.
2. Be able to identify key risks to the organisation in a wide range of areas and to specifically contribute to addressing clinical risks.
3. Possess knowledge in best practice corporate and clinical governance structures, policies, and processes.
4. Possess a passion for the work of Laurel House and a commitment to support victim-survivors of sexual assault.
5. Have the interpersonal communication skills and character necessary to work in collaboration with other board members for the benefit of the organisation.
6. Possess knowledge of the socio-cultural, legal and regulatory environment influencing sexual violence, child protection and domestic violence, or the ability to quickly acquire.
7. Willingness to commit to own director professional education, and actively engage in activities focused on improving board performance.

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OTHER POSITION REQUIREMENTS

- Be a member of the Organisation.
- Be able to attend in person or via technology scheduled after-hours board meetings (between 6 and 9 per year of approximately 2 hours in duration), out of session meetings including strategic planning sessions, and the Annual General Meeting.
- Be able to participate in one subcommittee of the Board and attend the meetings as per the committee charter.
- Come to meetings prepared, willing to actively contribute, and at times to challenge the status quo.
- Possess or be willing to apply for a National Police Check, Working with Vulnerable People Check and a National Personal Insolvency Index (NPII) check.
- Not appear on the banned and disqualified register held by ASIC and not have been declared bankrupt.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties.

VERSION CONTROL HISTORY

Version No	Description of Change	Modified By	Adopted Date
1	Original position description document	Rhonda Skelton	June 2021
2	Updated to reflect constitutional changes	Kathryn Fordyce	Feb 2022



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ACKNOWLEDGEMENT

I certify I have read, understood, and accept the duties, responsibilities, and obligations of the position.

SIGNED BY BOARD MEMBER

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Printed name

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Signature

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Date

SIGNED BY BOARD CHAIR

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Printed name

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Signature

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Date