POSITION DESCRIPTION

Position Title	**Board Member, Volunteering Australia**
Responsible To	Board Chair
Core Capabilities	Technology, Information Technology, Digital
Classification	Board, Volunteer Position
Term	Three (3) years (with the possibility of an additional term)
Remuneration	Nil, voluntary
Time Commitment	Quarterly Board meetings and Board Subcommittee meetings. Between Four (4) and 12 hours per month including meetings (held in person or online) and reviewing briefing papers
Location	Remote

Overview of Organisation

Volunteering Australia is the national peak body for volunteering, working to advance volunteering in the Australian community. Our mission is to support a thriving volunteering ecosystem in Australia. We do this by promoting and advocating for volunteering and providing leadership at a national level.

Role of the Board

The Board is responsible for achieving the objects of Volunteering Australia, guiding and supporting the organisation to deliver on its strategic initiatives through strong governance and agile decision making.

Key Responsibilities of the Board

- Approve any change to the Volunteering Australia Mission and Vision.
- Approve any recommendation to the Board Members regarding changes to the Statement of Objects and Rules.
- Set the strategic direction and approve significant strategic initiatives.
- Provide guidance and support to the CEO where required in relation to the implementation of the strategic direction.
- Approve the annual budget, key performance indicators and financial statements, and monitor performance against targets and budgets.
- Approve financial and non-financial delegations of authority to the CEO and management.
- Developing and/or amending the policies and procedures regulating the Board.
- Demonstrate and promote a culture and behaviours that are ethical and align to the Mission and Vision.
- Approve the Annual Report.
- Ensure that key risks faced by Volunteering Australia have been identified and assessed, and that Volunteering Australia has processes in place for managing risk.

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- Ensure that risk management processes are regularly reviewed in accordance with regulatory requirements.
- Select, appoint and approve the term of appointment of the CEO.
- Approve key performance indicators relevant to the remuneration of the CEO and evaluate the performance of the CEO in line with the approved indicators.
- Approve succession plans for the CEO and review succession plans for the Executive Committee.
- Provide oversight and monitoring of work health and safety (WHS) issues and any other matters prescribed by law.

Overview of the Position

The Board Member will assist in leading the organisation, optimising performance, and ensuring compliance with legal requirements. The position requires a good understanding of governance, appreciation and commitment to the growth of volunteering across Australia, working knowledge of profit-for-purpose (not-for-profit) organisations, and appreciation for the context and issues facing peak organisations in Australia. The Board Member will attend and participate in Board meetings, general meetings, and relevant committee meetings, working with a diverse yet strong skills-based Board, in a team environment.

Selection and Appointment

Selection criteria are aligned with the Board's Skills Matrix which is used to ensure Volunteering Australia has the right balance of people to lead the organisation, optimise performance and ensure compliance with legal requirements in accordance with its stated strategic goals.

Successful nominees will have sound personal attributes and professional skills as well as the time to commit to Board and Committee meetings, training and other board related activities as required.

Appointment to the board will be made in accordance with the Volunteering Australia Constitution:

> *17 (2): All persons nominated to be Board Members who have accepted their nomination are to be put forward for election by eligible Members at VA's annual general meeting.*

Time Commitment

A time commitment of between four and 12 hours per month, includes attending and participating in Board meetings, general meetings, and relevant Subcommittee meetings, as well as preparation time. Board Members are required to have knowledge and experience of the role including legal, ethical, fiduciary and financial responsibilities. It is expected that Board Members will serve on at least one Board Subcommittee and have a high level of commitment to the work of Volunteering Australia. Volunteering Australia seeks to have at least one face-to-face Board meeting per year with other meetings including committee meetings being held via teleconference.

Remuneration

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This is a voluntary non-paid position. Travel and out of pocket expenses will be reimbursed.

Benefits

Professional Development

- Developing leadership skills, such as effective communication, decision-making, and conflict resolution.
- Expanding skills set including financial management, risk management, strategic planning, and legal compliance.
- Understanding the unique challenges and opportunities faced by profit-for-purpose organisations.

Mentorship and Networking

- Mentorship, guidance, support, and insights from other experienced board members.
- Connecting with other professionals in the field and expanding professional networks.

Professional Director Skills

Competency	Requirements
Strategy	Ability to identify and critically assess strategic opportunities and threats to the organisation. Develop strategies in context to policies and business objectives.
Contemporary Corporate Governance	Understand and apply current governance criteria to the organisation's activities and decision-making.
Risk and Compliance	Identify key risks to the organisation related to key areas of operations. Ability to monitor risk and compliance, and knowledge of legal and regulatory requirements.
Financial and Audit	Experience in audit functions and accounting and finance to analyse statements, assess financial viability, contribute to financial planning, oversee budgets, and oversee fund disposition.
Legal	Ability to identify key legal and regulatory issues for the organisation and ensure operations take place within appropriate legal parameters.
Technology, Information Technology, Digital	Knowledge of IT Governance including privacy, data management and security. In depth knowledge of risks and mitigation in large scale, complex IT projects inclusive of supplier risks, project management and contract management. Qualification and experience in IT and/or Digital industries with an ability to apply new technology to the volunteering and profit-for-purpose sectors.
Human Resource Management	Experience in evaluating performance of senior management and overseeing strategic human capital planning. Experience in industrial relations and organisational change management programs.

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Industry Specific Skills

Competency	Requirements
Industry Experience	Knowledge of and understanding of volunteering and the volunteering infrastructure. Demonstrated commitment to the mission and values of Volunteering Australia.
Industry Regulation	Knowledge of the requirements of government and other agencies that provide regulations and/or guidelines for the sector.
Government, Corporate and Public Relations	Experience in managing government, corporate and public relations and developing strategies to ensure their ongoing support and commitment to the volunteering sector. In depth understanding of stakeholder engagement as it relates to peaks and profit-for-purpose organisations, ideally at a national level. Understanding of risks in stakeholder engagement and management and how to mitigate those risks. Capacity to oversee design, implementation, monitoring and evaluation of strategic engagement policy and frameworks.
Marketing and Communication	Knowledge of and experience in marketing services to members and public promotion campaigns. Experience in, or thorough understanding of, communication with relevant stakeholder groups and/or end users through a range of relevant communication channels.
Policy and Research	Capacity and knowledge of strategic issues in relation to establishing evidence base for a peak organisation within the context of advocacy for industry and influence. Understanding of evaluation and impact measurement / frameworks. Experience at understanding and working with risks inherent in leading a national research platform.
Commercial Acumen	A broad range of commercial/business experience, preferably in a small enterprise context, with an emphasis on innovative resourcing and fundraising strategies that support the ongoing financial viability of the organisation.
Reporting Requirements	Understanding of the reporting requirements of the relevant government agencies and statutory authorities.

Interpersonal Skills

Competency	Requirements
Leadership	Make decisions and take necessary actions in the best interest of the organisation and represent the organisation favourably. Analyse issues and contribute at board level to solutions.
Ethics and Integrity	Understand role as director and continue to self-educate on legal responsibility, ability to maintain board confidentiality, and declare any conflicts.

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Contribution	Ability to constructively contribute to broad discussions and communicate effectively with management and other directors.
Negotiation	Possess excellent negotiation skills with the ability to drive stakeholder support for board decisions.
Crisis Management	Ability to constructively manage crisis, provide leadership around solutions and contribute to communications strategy and stakeholders.

Selection Criteria

Essential – General

- Governance knowledge and experience working on a Board or Committee as a non-executive.
- Ability to understand and interpret financial statements.
- Understanding of internal controls and compliance.
- Demonstrated ability to act independently and impartially, with a high level of integrity and ethical standards.
- Ability to build and maintain effective working relationships with external partners.
- Strong analytical, conceptual and critical thinking skills.
- Effective interpersonal and communication skills.
- Collaborative, working within a team environment, and across diverse teams.

Essential – Core Capabilities

- Tertiary and formal qualifications in IT, Digital Technologies, or a related field.
- Extensive knowledge of IT governance frameworks and digital operations, including, privacy, data management, data analytics, cybersecurity, and/or regulatory compliance and standards.
- Demonstrated experience within the IT and/or Digital industries, with a strong track record of implementing and overseeing technology-driven initiatives.
- Experience in driving digital transformation initiatives that align with organisational goals and enhance service delivery.
- Experience in overseeing compliance with regulatory standards and best practices in IT governance.
- Ability to effectively engage and communicate technical matters with a diverse range of stakeholders, including Board Members, Executives, and external partners.

Desirable

- Governance qualification such as Australian Institute of Company Directors (AICD) or Governance Institute of Australia (GIA).
- Knowledge of or experience in the volunteering or profit-for-purpose sector.
- Experience strategically applying technology to enhance operations and impact within the volunteering and profit-for-purpose sector.
- Established network within the IT and Digital sectors, with the ability to leverage industry connections to benefit the organisation.