

B18 - BOARD DIRECTOR Position Description

Title: Board Director

All NCACCH Directors are appointed with equal status and function.

The NCACCH Directors may nominate the positions of Chair, Secretary, Treasurer, Committee Member or other, however these are all “Nominated Positions”, they can change from meeting to meeting and have specified tenure.

Function:

- Provide governance and leadership to the NCACCH
- To represent the NCACCH to the community and to stakeholders
- To accept and apply the legal authority of the full Board of the NCACCH.

Ideal Qualifications/Skills:

- Experience as a Leader, Manager and/or Director of a similar organisation or within the community
- Completed or be willing to complete Governance training
- Knowledge of health initiatives and inequalities between Aboriginal and/or Torres Strait Islander and non-Indigenous peoples

Term:

- Rotational terms as per the Rule Book.

Requirements:

- Attendance at monthly Board meetings
- A time commitment of approx. 5 hours per month – includes:
 - Board meetings
 - Reading of material including documents, emails, communications
 - Attending other events/representation as necessary
- Attendance at the NCACCH Annual General Meeting and any other General Meetings
- Remain informed of the service/roles/functions of the NCACCH
- Prepare for and participate in the discussion and deliberations of the NCACCH Board

Responsibilities:

- Govern the organisation by the Board policies and the organisational policies
- Establish overall and long-term goals and priorities for the NCACCH in alignment with its organisational objectives
- Recommend policy to the NCACCH Board
- Promote the membership of the organisation through community and other opportunities
- Be accountable to the funders and wider stakeholders of the organisation
- Monitor and evaluate the effectiveness of the organisation
- Approve, through the appropriate discussion and debate mechanisms, major actions for the NCACCH such as capital expenditure, major program and services changes
- Provide candid and constructive contribution, advice and comments
- Annually review the performance of the NCACCH Board and take steps to improve its performance

- Seek nominations for election to the NCACCH Board where appropriate
- Participate as an active and effective NCACCH Director
- Foster positive working relationships between the Board Directors, Executive and staff
- Be aware of and advise any conflict of interest
- Be assured that executive management succession is properly being provided
- Appoint independent auditors subject to the approval of the members of the NCACCH
- Review Board Governance documents to ensure compliance with all relevant and material laws
- Adhere to all NCACCH policies and procedures as outlined in the NCACCH Corporate Governance Handbook
- All activities, decisions and representations are in the best interests of the organisation