

UnitingCare Australia

Position Description

POSITION TITLE:	Board Member
TERM:	3-year term of office, with an option for reappointment
APPOINTED BY:	Assembly Standing Committee
REMUNERATION:	\$7,000 per annum, including superannuation (where not otherwise employed in the Uniting Church or one of its agencies)

UnitingCare Australia is the national body for the Uniting Church's community services network and an agency of the Assembly of the Uniting Church in Australia. The community services network is one of the largest providers of community services in Australia. With over 1,600 sites, the network employs 40,000 staff and is supported by the work of over 30,000 volunteers.

UnitingCare Australia's purpose is to give voice to the Uniting Church's commitment to social justice through advocacy, public policy development and by strengthening community service provision.

UnitingCare Australia is an agency of the Assembly of the Uniting Church and works with and on behalf of the UnitingCare network to advocate within the Church, to government and the broader community on policies and practices which enhance the dignity of people, especially those who are most vulnerable. We work towards a community in which every person meets their full potential.

Purpose of the Role

The role of a Board Member, with the Chair and other Board Members, is to set, drive and realise UnitingCare Australia's mission, and vision and strategic direction and ensure effective governance of the organisation.

Responsibilities

- Oversee the effective delivery of the Strategic Plan of UnitingCare Australia with the Chair, other Board Members and the National Director
- Maintain an open and constructive relationship with the Board Chair, all other Board Members and the National Director
- Fulfil duties and responsibilities that ensure effective governance of UnitingCare Australia
- Operate within the Board's Mandate and Charter

- Ensure sound financial health of UnitingCare Australia, with systems in place to ensure financial accountability
- Maintain relationships with key influencers in the network, Church and government
- Represent UnitingCare Australia at external functions, meetings and events as required

Personal Attributes, Skills and Knowledge

Personal Qualities

- Demonstrate a strong commitment to UnitingCare Australia, its mission, values and purpose and the network it leads
- Demonstrate a strong commitment to social justice and a community in which every person meets their full potential
- Exhibit strong inter-personal and relationship building abilities
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities
- Be able to work in a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours

Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement
- Experience of not-for-profit governance and working with or as part of a Board
- Experience of external representation, delivering presentations and managing stakeholders

Knowledge and skills

- Broad knowledge and understanding of the Civil Society sector and current issues affecting it
- A sound understanding of the faith-based context of UnitingCare Australia
- Good leadership skills, ability to motivate staff and volunteers and bring people together
- A broad understanding of not-for-profit finance issues
- A sound understanding of the fiduciary, legal, ethical and financial duties and responsibilities of the Board, and as an individual Board member.
- The capability to participate in setting, reviewing and monitoring the strategic direction of UnitingCare Australia.
- The ability to contribute to the oversight of risk management of UnitingCare Australia.
- An understanding of the respective roles of the Chair and Board Members

Date approved: August 2020

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