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# POSITION DESCRIPTION

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| **POSITION TITLE:** | Board of Directors |
| **SECTOR/DIRECTORATE/ SERVICE STREAM:** | N/A |
| **LOCATION:** | 18 Kuran Street Chermside |

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| **STATUS:** | Full-time  Part-time  Casual |
| **TENURE:** | Permanent  Temporary / Fixed Term: 3 year term  Regular Hours – No of Hours/Week:       (Avg)  Varying Hours – No of Hours / Week:       (Est) |

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| **POSITION REPORTS TO:** | Position: Board of Directors  Name of Incumbents: N/A |
| **POSITIONS REPORTING TO THIS POSITION** | CEO & Senior Leadership Team |

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| **WRITTEN BY:** | Position: HR Manager Person: Cindy Hayer |
| **DATES:** | Date Written:07/03/2023 Due for Review:07/03/2026 |

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| **MAIN PURPOSE / OBJECTIVE OF ROLE / PRIMARY OBJECTIVE**  To lead, in collaboration with the entire Board and management team, Burnie Brae in the achievement of its strategic plan while ensuring governance requirements are fulfilled. |

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| **KEY ACCOUNTABILITIES / JOB ROLE / SPECIFIC DUTIES / TASKS / RESPONSIBILITIES**  **“So that” – produce OUTPUTS / EXPECTATIONS** |
| **Leadership**   * Assist with the recruitment and/or onboarding of Board members or management. * Provide recommendations on the composition of the Board and/or management team. * Raise and address any concerns regarding the role of the Board or management team. * Monitor, appraise, support and reward the management team. * Promote and foster a positive and supportive environment for the Board and management. * Annually prepare a review of the CEO and assess changes in compensation. * Be available to the CEO and management team to discuss ideas, concerns or problems. * Provide advice and assist on the development of the Burnie Brae strategic plan. * Review and approve the funding plans and budgets on an annual basis.   **Strategy and Operations**   * Identify and recommend opportunities for continuous improvement with Burnie Brae. * Investigate and compare the strategy and results of Burnie Brae with other organisations. * Assess the financial structure of Burnie Brae and ensure adequacy to achieve the vision. * Approve major changes in expenditure, programs and service provisions. * Keep abreast of relevant regulations, legislations and funding information.   **Governance and Administration**   * Ascertain that Burnie Brae has appropriate policies and is diligently administering these. * Review and approve Burnie Brae policies prior to implementation. * Identify potential areas of risk or improvement and provide recommendations. * Annually review the performance of the Board and take steps to improve performance. * Chair and/or participate in Burnie Brae Board Meetings in a proactive and effective manner. * Keep informed, through reports and other methods of the performance of Burnie Brae. * Ensure published reports properly reflect the results and performance of Burnie Brae. * Review compliance with relevant laws and regulations relating to Burnie Brae. * Hold yourself and others accountable for achieving the Burnie Brae vision, mission and values. * Speaks positively about Burnie Brae. * Interact in a positive manner with all employees, clients and other stakeholders. * Look for opportunities to collaborate with management and the Board. * Perform all duties and tasks efficiently and to the best of your ability. * Attend, prepare and proactively participate in Board and other required meetings. * Provide ideas to promote the continuous improvement of our services. * Maintain industry knowledge and that of Director responsibilities.   **Other**   * Alignment with Burnie Brae mission, vision and values |

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| **PERFORMANCE ASSESSMENT / INDICATORS / MEASURES / KPIs / PERFORMANCE STANDARDS** |
| * Timely and accurate documentation completed. * Accurate advice is provided to stakeholders in line with Burnie Brae policies and procedures and/or legislative requirements. * Positive feedback is received from Burnie Brae Managers and other stakeholders. |

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| **INCUMBENT REQUIREMENTS:**  **Knowledge / Qualifications:**   * Knowledge of a director’s responsibilities * Working knowledge of relevant legislation and regulations within the Community Services Sector. * Criminal history screening, including ascertaining a National Police Certificate * NDIS clearance     **Work Experience:**   * Strategic expertise with the ability to review and advise on business strategy * Experience on a Board within a similar organisation or industry (desirable) * Strategic thinking with the ability to influence others * Experience with risk management, financial reporting and legal/compliance requirements * Recent experience in managing and achieving change     **Personal Qualifications / Attributes / Traits / Capabilities:**   * High level of interpersonal skills * Effective decision making and problem solving capabilities * High level of emotional intelligence and commercial judgement * Effective networking skills * Integrity, tact and discretion in dealing with sensitive situations/information * Ability to maintain confidentiality of staff related issues * Commitment to the development of professional skills |

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| **CHALLENGES / PROBLEM SOLVING CHALLENGES OF ROLE**  Balancing competing priorities  Keeping up-to-date with relevant legislation |

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| **VERIFICATION / AUTHORISATION** |  |  |
| **Approved by:** |  |  |
|  | (Position/ Title) | (Name) |
|  |  |  |
|  | (Signature) | (Date) |
| **HUMAN RESOURCES VERIFICATION :** |  |  |
| **Approved by:** |  |  |
|  | (Position/ Title) | (Name) |
|  |  |  |
|  | (Signature) | (Date) |

**Vision**

An empowered and connected community of older adults living their best lives

**Mission**

To be a leading provider of holistic and accessible health, lifestyle and wellness services, evolving around the needs and expectations of our community

**Values**

Collaboration - Compassion – Integrity - People Focused – Quality