



volunteering sa&nt

*Leading volunteering in South Australia
and the Northern Territory*

Position Description

POSITION TITLE:	Board Member
CLASSIFICATION:	Voluntary – Elected
SECTION:	Board
LOCATION:	Adelaide
STATUS OF APPOINTMENT:	Part time
HOURS PER MONTH:	Approx. 5 Board meeting schedule - as advised Committee meeting schedule - as advised Other Time Commitments - Representing Volunteering SA&NT at events on an as needs basis, 4-6 times a year on average
DATE	August 2020

UNIQUE VALUE-ADD / PURPOSE

The role of the Board Member is to work collaboratively as a Board Member of the Volunteering SA&NT Board, agreed to accept and be bound by the provisions of Volunteering SA&NT Constitution and ensure the organisation is operating at its optimum.

Professional Responsibilities	Competencies
Professional Responsibilities	Punctual and regular attendance at meetings Preparation for meetings with reading papers Participation in all meeting discussions Participate in annual Board/Board member evaluation; and succession planning activities as relevant Understand all aspects of the role's requirements including legal, ethical, fiduciary and financial Willingness to serve on at least one Volunteering SA&NT Committee, attend Committee meetings and participate in the work of the group
Strategic	Understand all aspects of the organisation's strategic directions Contribute with constructive questioning and effective decision-making
Financial	Ability to read, understand and raise questions on the organisation's financial situation Contribute to current and future viability requirements
Legal	Understand and oversee compliance with numerous laws Understand the individual member's legal duties and responsibilities
Risk Management	Review and oversee the major high level risk areas for the organisation
People Management	Contribute to current management thinking on Executive engagement, remuneration, mentoring and supervision Participate in strategic vision and stakeholder communication
Industry Knowledge	Knowledge of statutory requirements for the voluntary sector
Personal	Competencies
Integrity	Act ethically and with integrity at all times, follow Code of Conduct principles Place organisation's interests before personal interests, declaring any conflicts of interest
Collaboration	Ask questions appropriately, seek to reach agreement for the best outcomes for the organisation, create effective working relationships with all other Board members and relevant workforce

Communication	Use high level interpersonal communication skills, participate in robust discussions Allow everyone’s opinions to be heard Demonstrate empathy, respect and genuine interest for the benefit of the organisation
Contribution	Contribute actively to all business arising
Reputation	Embed Volunteering SA&NT’s role as the NT and SA peak body for support and information on volunteering in a positive way

STANDARD CONDITIONS

The Incumbent must observe all lawful intentions and instructions and abide by VSA&NT Constitution, Policies and Procedures, including Confidentiality and Privacy, Code of Conduct, Volunteer Involvement, Beliefs and Values Statement, WH&S, Standards Policy.

All positions are required to have a current National Police Clearance (no older than 3 years from issue date)

All positions are required to be eligible to work in Australia.

Regional and inter-state travel may be required and costs will be covered by the organisation.

WORKING RELATIONSHIPS

This role is accountable to Volunteering SA&NT’s members as outlined in the Constitution.

This role is accountable to the Volunteering SA&NT Board as peers.

This role works in close collaboration with the Chairperson, other Board Members and the CEO.

As volunteers, Board members are part of the Volunteering SA&NT workforce.

PERSON SPECIFICATION

Knowledge and Experience

Essential: N/A

Desirable: N/A

Qualifications

Essential: N/A

Desirable: N/A

Personal Abilities, Aptitudes, Skills

Essential:

Professionalism, strong ethics, diligence and integrity

Commitment to the vision and work of Volunteering SA&NT and the mission and objects of the Constitution

High level interpersonal communication skills, including negotiation

Energetic, enthusiastic team member

High level decision-making and sound judgement abilities

Desirable:

Innovative and enterprising

VOLUNTEER AGREEMENT	
Volunteer Name:	
Volunteer Signature:	
Date:	
ORGANISATIONAL ACCEPTANCE	
Organisational Representative Name:	
Organisational Rep Signature:	
Date	