

BOARD POSITION DESCRIPTION

Organisation Name:	<i>Melville Cares Inc</i>
Organisation Website:	<i>www.melvillecares.org.au</i>
Organisation Type:	<i>Medium sized NFP - Aged Care, charitable organisation</i>
Role Title:	<i>Board Member "Non-Executive"</i>
Term of Office:	<i>2 years – with one year option (negotiated)</i>
Start of Term:	<i>October AGM</i>
Contact:	<i>Chairman - David Endersby - Private: mob: 0409 235 538</i>
About the Board:	
<ul style="list-style-type: none"> • <i>Our Board currently consists of a Chairman, Deputy Chair and four non - executive Directors, one of which is also our Patron.</i> • <i>We have a finance review sub- committee in operation.</i> • <i>The skills and experience on the Board are under regular review to support our planning / performance objectives. The target areas for Board recruitment exist in IT, strategic planning, finance and marketing.</i> • <i>The board's governance and risk policies align with Commonwealth funding contract criteria, Aged Care Act 1997, Disabilities Service Act 1993 and the Community Care Common Standards, now "Community Home Support Packages)"</i> • <i>The CEO is directed by the Board with delegated authority to manage the organisations assets and recourses.</i> • <i>The board evaluate its performance yearly.</i> • <i>The board works harmoniously as a team.</i> • <i>The board's working relationship with management is with mutual respect and is healthy.</i> 	

Desired Skill Set:

- ***The target areas for Board recruitment exist in IT, strategic planning and marketing and finance experience.***

Governance / Corporate Calendar

- ***Compliance to requirements under Melville Cares constitution and the Associations Incorporation Act, 1987***
- ***Monitor compliance in meeting the terms and conditions of stakeholder agreements.***
- ***Ensure Probity is maintained in accounting and all areas of required reporting.***
- ***Promote where possible, community support for Melville Cares.***
- ***Support risk mitigation management and governance compliance processes in place.***

Duties

- ***Contribute to the policy initiation process as directed.***
- ***Assist the Chairperson, Deputy Chairperson in undertaking their duties***
- ***Support staff when requested by the Board***
- ***Be conversant with aged care sector change / developments in relation to any impacts on the organisations areas of operation.***
- ***Be a member of and/or chair sub-committee/task groups as required.***

Time commitment and Role Specifications:

- ***The board meets a minimum of 6 meetings each year with bimonthly meetings scheduled on a Wednesday afternoon from 4.30pm – 6.30pm.***
- ***The Finance subcommittee meetings are held bimonthly on alternate months to the Board meeting. Times are flexible.***
- ***Approximately 2 hours of reading is anticipated per meeting.***
- ***There is an induction and mentoring process.***
- ***Board governance training and industry training is provided to assist with Board duties. Policies and procedures are available to Board members for information.***