



# **POSITION DESCRIPTION**

## **NON-EXECUTIVE DIRECTOR**

**April 2021**

## 1. COMPANY BACKGROUND

Aged and Disability Advocacy Australia (ADA Australia) is a company limited by guarantee and charity registered with the Australian Charities and Not-for-profits Commission. As a not-for-profit, independent, advocacy and education service, ADA Australia has more than 25 years' experience in supporting and improving the wellbeing of older people and people with disability. Headquartered in Brisbane, ADA Australia provides services in metropolitan, regional, rural and remote communities across Queensland. Services are free and confidential. ADA Australia is ISO 9001:2015 certified and committed to excellence and continuous improvement.

### Vision

To empower vulnerable Australians through support, information and advocacy.

### Mission

To provide quality advocacy services to older people and people with disability, giving vulnerable Australians a voice through information, education and support.

### Values

- **Respectful:** we show respect for the wellbeing of our clients and their communities.
- **Collaborative:** we work with clients and value our partnerships to deliver the best possible outcomes at individual and systemic levels.
- **Empowering:** we provide our clients with a wide range of services including information, advocacy, education and training to support their own skills.
- **Creative:** we embrace professionally creative approaches, working with individuals on individual issues, to achieve the best results for clients. We embrace all cultures, special needs, sexual orientation and gender identity.

### Strategic objectives

- Become a national voice for the rights of older people and people with a disability.
- Increase our reach and strengthen our impact as advocates.
- Invest in our organisational capability and our workforce.
- Deliver financial growth and sustainability.

### Services

- Advocacy
  - Aged Care Advocacy
  - Human Rights Advocacy
  - Elder Abuse Advocacy
  - Disability Advocacy
  - Systemic Advocacy
- Education
- Resources.

## 2. THE BOARD

ADA Australia is governed by a voluntary Board elected and appointed in accordance with the constitution. Under its constitution, ADA Australia's Board may comprise up to eight directors.

The Board is ultimately responsible for ensuring that ADA Australia achieves its objectives ethically, responsibly and within its legislative and regulatory obligations. The company's objects as set out in the constitution are to:

- enable people to be heard, informed and exercise their rights
- give vulnerable people a voice through the provision of individual advocacy support, information and education, and
- inform and educate the wider community of the rights, responsibilities and issues surrounding those who are vulnerable.

The Chief Executive Officer (CEO) is responsible for the day-to-day management of ADA Australia.

In accordance with the Board charter, the Board's functions include the following:

- setting, through its behaviour and expectations its sets for the CEO, an appropriate organisational culture or 'tone at the top' for ADA Australia
- setting the overall strategic direction and policies of ADA Australia and monitoring the Chief Executive Officer's and management's implementation of that strategy
- monitoring ADA Australia's operational and financial performance including the approval of annual budgets and verifying annual financial statements
- monitoring ADA Australia's compliance with legal and regulatory obligations including adherence to relevant guidelines as set out by its funding bodies, including, but not limited to the Older Persons Advocacy Network (OPAN), and relevant Government departments
- ensuring that effective audit and risk management systems are in place to protect ADA Australia's assets and to minimize the possibility of ADA Australia operating beyond acceptable risk parameters
- selecting and appointing the CEO, determining his/her conditions of service, monitoring his/her performance against established performance objectives, and planning for CEO and executive manager succession
- accounting to members and other stakeholders for ADA Australia's performance, and
- representing ADA Australia in formal interactions with key stakeholders and ensuring that the good reputation of the organisation is upheld.

The Board has established the following committees to assist it in the performance of its functions:

- Finance and Workforce Sub-Committee, and
- Quality and Compliance Sub-Committee.

## 3. THE POSITION

The Board is seeking candidates who are passionate about ADA Australia's work and meet the selection criteria outlined below.

## 4. EXPECTATIONS

ADA Australia Directors are individually responsible to ensure that the Board fulfills its role as set out in the Board charter and comply with their legal duties and obligations as Directors. These duties include:

- to act with reasonable care and diligence
- to act in the best interests of ADA Australia and for a proper purpose
- not to improperly use information or their position as a Director
- to manage financial affairs responsibly
- to disclose and manage conflicts of interest, and
- not to allow ADA Australia to operate while insolvent.

Directors are expected to attend all Board meetings unless they have a reasonable excuse. In this regard, the Board meets every eight weeks in a central Brisbane location or via a virtual meeting platform. Board meetings generally run for 1½ hours.

Directors are also expected to:

- participate in at least one Board committee (Board committees meet in accordance with a schedule as approved by the committee Chair)
- attend ADA Australia strategy workshops (approximately once per annum on a weekend or evening)
- attend ADA Australia and industry events
- participate in regular Board and individual performance evaluations
- undertake professional development
- attend the annual general meeting, and
- engage in other Board-related activities as might reasonably be required.

Directors are required to commit an estimated 40 hours per annum to their role inclusive of preparation and travel time. Directors are expected to attend a minimum of 80% of Board meetings and other events. Directors receive no remuneration. However, reasonable expenses associated with attending to Board matters are met by ADA Australia.

The usual term of appointment for a Director is two years.

## 5. PERSONAL ATTRIBUTES

The personal qualities expected of all Directors are as follows.

**Integrity:** A commitment to: (a) understanding and fulfilling the duties and responsibilities of a Director and maintaining knowledge in this regard through professional development; (b) putting the company's interests before any personal interests; (c) being transparent and declaring any activities or conduct that might be a potential conflict; and (d) maintaining Board confidentiality.

**Effective listener and communicator:** The ability to: listen to, and constructively and appropriately debate, other people's viewpoints; develop and deliver cogent arguments; and communicate effectively with a broad range of stakeholders.

**Emotional intelligence:** The ability to perceive and evaluate own and others' emotions and adapt thinking and actions accordingly.

**Constructive questioner:** The preparedness to exercise independent judgment and ask questions and challenge management and peer Directors in a constructive and appropriate way.

**Contributor and team player:** The ability to work as part of a team and demonstrate the passion and time to make a genuine and active contribution to the Board and the company.

**Commitment:** A visible commitment to the values on which the company operates, and its on-going success.

**Influencer and negotiator:** The ability to negotiate outcomes and influence others to agree with those outcomes.

**Critical and innovative thinker:** The ability to critically analyse complex and detailed information, readily identify key issues, and develop innovative approaches and solutions to problems.

**Leadership:** Innate leadership skills including the ability to: appropriately represent the company; set appropriate Board and organisational culture; and make and take responsibility for decisions and actions.

## 6. KEY SELECTION CRITERIA

All Directors must be able to meet the following criteria:

1. An ability to play an active role in strategic planning including critically assessing strategic opportunities and threats, as well as supporting the delivery of strategic and business objectives.
2. An ability to analyse, critically assess and drive company performance.
3. Experience at Board level including a sound working knowledge of corporate governance systems and frameworks, and an ability to apply that knowledge to improve performance.
4. An ability to work effectively within a not-for-profit company context including liaising with, and gaining the trust and respect of, members and other stakeholders.
5. Excellent interpersonal, oral and written communication skills which accord with the outlined requisite personal attributes.

ADA Australia is inclusive and embraces diversity. The Board encourages applications from older people, people with a disability, Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse communities, and people from rural and remote communities.

It would be desirable if the candidate had some background in at least one of the following areas however candidates with other skills and experience are encouraged to apply:

- Advancing human rights
- Advocacy – individual and systemic
- Digital communication and technology
- Innovation and design thinking
- Disruptive product and program design
- Entrepreneurship and business development.

## **7. APPLICATIONS**

To apply, please email your resumé and a maximum two-page cover letter responding to the key selection criteria and outlining what you can bring to Aged & Disability Advocacy Australia.

Send your application to:

The Chair, Board of Directors, ADA Australia

Email: [info@adaaustralia.com.au](mailto:info@adaaustralia.com.au)

Post: 121 Copperfield Street, Geebung, Queensland 4034

**Applications close 5pm on Monday, 4 May 2021.**