



BOARD DIRECTOR - NON EXECUTIVE

Department:	Board of Directors		
Salary:	Fixed fee employment (reviewed annually)	Classification Code:	n/a
Term:	Terms up to three years (can be reappointed)		
Position created:	July 2018	Date Reviewed:	September 2023

PRIMARY OBJECTIVES	<p>Sunraysia Community Health Services Ltd (SCHS), a company limited by guarantee, operates to improve the health outcomes of our community.</p> <p>The Board Director has responsibility for the provision of governance to SCHS and accepting the ultimate legal authority for it.</p> <p>Governance is deemed to include:</p> <ul style="list-style-type: none"> • Promoting ethical and responsible decision-making. • Having a structure to verify and safeguard the integrity of the financial management and reporting. • Setting and monitoring the strategic direction of the Company. • Risk management. • Accountability and member/stakeholder engagement. • Adding value to the Company. • Contributing to an effective, and responsible Board of Directors.
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KEY SELECTION CRITERIA	<p>Minimum Competencies</p> <ul style="list-style-type: none"> • Demonstrate a basic knowledge and understanding of the following concepts: <ul style="list-style-type: none"> ○ Governance – the role of the Board, its relationship to management and the accountability for organization. ○ Financial literacy - the ability to understand and interpret financial reports, to determine the financial health of the organization. ○ Legal literacy – the Board’s responsibility involves overseeing compliance with numerous laws and the legal framework within which a Board operates. • Substantial experience in management at a corporate level, with a qualification in finance, law, governance, marketing, community services, health or related discipline preferred. • Demonstrated experience working within the corporate governance environment (either working on, or with, a Board). • Experience in managing the development of corporate policies and procedures. • Experience of working in a regional, rural or remote context. • Experience in networking and dealing with stakeholders at a senior level. • Performance at high levels in relevant fields of expertise. • Strong analytical and leadership skills. <p>Specific competencies will vary due to demand and will be outlined in the position advertisement.</p>
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SPECIFIC ACCOUNTABILITIES	<p>General</p> <ul style="list-style-type: none"> • Act honestly and in good faith at all times in the best interests of SCHS stakeholders as a whole and where appropriate, have regard for the interest of all stakeholders of the organization.
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	<ul style="list-style-type: none"> • Exercise diligence and care in fulfilling the functions of office and exercising the powers attached to that office. • Be diligent, attend Board Meetings and devote sufficient time to preparation for meetings to allow for full and appropriate participation in the Board’s decision making. • Ensure scrupulous avoidance of deception, unethical practice or any other behaviour that is, or might be seen as, less than honourable in the SCHS business. • Not disclose to any other person confidential information other than as agreed by the Board, is publicly available or as required by law. • Act in accordance with their fiduciary responsibilities, complying with the spirit as well as the letter of the law, recognising both the legal and moral duties of the role. • Abide by Board decisions reached, notwithstanding a Director’s right to pursue a review or reversal of a Board decision. • Demonstration behaviors that promote a culture of respect, dignity and proper regard for their rights and obligations and foster a culture that is free of intimidation and bullying. • Operate in a broad organisational framework and provide governance leadership in: <ul style="list-style-type: none"> ○ Relevant legislation and its application to individuals and the Company in regard to the designated services and operating environment of SCHS. ○ The development, implementation and operation of corporate and compliance management within the community services and/or business sector. ○ Input into, and monitoring complex budgets, cash flows and meeting accountability requirements. ○ The assessment, preparation and evaluation of strategies and plans. ○ Strategic thinking, risk management and audit and member/stakeholder management. • Liaise effectively with all levels of leadership. • Act as a professional advocate for the Company at a Director level. • Build and maintain high trust relationships internal and external to SCHS. • Flexibility and responsiveness to changes in requirements. • Challenge important issues constructively. • Take personal responsibility for meeting objectives and progressing work. <p>The Board Director will also be responsible for:</p> <ul style="list-style-type: none"> • Knowing and understanding the Company.. • Working on the Company to improve outcomes and future development of SCHS. • Acting in line with SCHS values. • Championing the range of SCHS services. • Attending and actively participating in at least 75% of meetings per year, of which there are 11 monthly board meetings, an AGM and optional sub-committee meetings. • Undertaking identified and agreed training and development. • Committing to timely replies to email and telephone requests. • Using and interpreting complex information to inform discussion and guide decision making. • Creating effective agreements, partnerships and alliances at all levels. • Ensuring accountability, compliance, transparency and effective human resource management across the Company.
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<p>CONDITIONS</p>	<ul style="list-style-type: none"> • Must pass and maintain applicable safety screening checks including but not limited to national and international criminal history check, NDIS Worker Screening check, ASIC check, disciplinary action history declaration, proof of identity. Engagement may be terminated as a result of details disclosed in safety screening checks. Incumbent must provide SCHS with evidence of currency as required. • Maintain professional registration, licenses, provider numbers and insurance certificate of currency, if relevant. Incumbent must provide SCHS with evidence of currency on an annual basis and as required.
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- Abide by organisational policies and procedures, SCHS Code of Conduct and Values, relevant standards, codes of practice as well as various legislation both state and federal including but not limited to Drugs, Poisons and Controlled Substances Act, Public Health and Wellbeing Act, Privacy Act and Health Records Act.
- All qualified and Nationally Registered professionals are to respect and act in accordance with the laws of the jurisdictions in which they practice. Any professional bodies Codes of Conduct / Ethics / Standards should be interpreted with reference to these laws. The code is not a substitute for requirements outlined in the National Law, other relevant legislation, or case law. Where there is any actual or perceived conflict between the code and any law, the law takes precedence. SCHS operates in accordance with the relevant legislation and Acts and as such, the Codes / Standards should also be interpreted with reference to any organisational rules and procedures to which professionals may be subject.
- Ensure Board, client and staff confidentiality is maintained at all times.
- Supervision and training of school based and higher education students on placement, as required, if relevant.
- Contributing effectively to SCHS quality management and safety systems by assisting with monitoring and evaluating activities and mechanisms, identifying opportunities for improvement and correcting problems to improve customer care services and experience.
- Maintaining a high level of and, demonstrating an awareness of infection control standards special precautions as applicable to the role.
- Assisting in promoting the organisation as a health service, integrating health promotion into all activities of the service, and creating alliances with other settings, consumers and the community with the aim of achieving healthy gains for the community.
- Complying with SCHS policies, vision, mission, values and procedures, as well as applicable standards, guidelines and legislation (including OHS Act Vic, Equal Employment Opportunity requirements, Charter of Human Rights and Child Safe standards) by supporting and contributing to the overall quality management and safety systems to provide a safe and healthy work environment, free from harm, sexual harassment and discrimination.