

## VOLUNTEER BOARD DIRECTOR - POSITION DESCRIPTION

<b>Volunteer Position Title:</b>	Board Director	<b>Location:</b>	Prahran Place. 40 Grattan Street Prahran VIC 3181
<b>Reports to:</b>	Chair		

### Board Director - POSITION PURPOSE

#### A. Purpose Statement

Prahran Place is a Neighbourhood House that provides opportunities for people living in and around Stonnington. We run pre-accredited classes that are a pathway to further study or employment, NDIS friendly activities, My Aged Care group activities for older people, social activities, wellbeing and general interest activities and occasional child care for children aged 6 weeks to 5 years.

The board of directors is responsible for governing and overseeing the affairs of Prahran Place. Generally it is the Board's responsibility to identify the organisation's strategic direction and goals.

At the moment the Board is particularly interested in hearing from potential volunteers who have a financial background and who might consider the role of Public Officer (Treasurer).

#### B. Duties may include-

- Providing strategic direction to the organisation and deciding upon the organisation's strategies and objectives in conjunction with the Principal Executive Officer (PEO);
- Monitoring the strategic direction of the organisation and the attainment of its strategies and objectives in conjunction with the PEO;
- Monitoring the operational and financial position and performance of the organisation generally;
- Driving organisational performance so as to deliver community value or benefit;
- Assuring a prudential and ethical base to the organisation's conduct and activities having regard to the relevant interests of its stakeholders;
- Assuring the principal risks faced by the organisation are identified and overseeing that appropriate control and monitoring systems are in place to manage the impact of these risk.
- Reviewing and approving the organisation's internal compliance and control systems and codes of conduct;
- Assuring that the organisation's financial and other reporting mechanisms are designed to result in adequate, accurate and timely information being provided to the Committee;
- Appointing and monitoring the PEO and other key management appointments, and planning executive succession or management capability planning;

#### C. Key Selection Criteria

- The ability to interpret the organisation's work and values to the community, represent the organisation and act as a spokesperson.
- The ability to interpret constituencies' needs and values to the organisation, speak out for their interests, and on their behalf, hold the organisation accountable.
- The ability to maintain confidentiality of committee deliberations and publicly support the decisions of the committee, including those with which you might have disagreed.
- The ability to encourage, enable and respect the participation and contributions of fellow committee members.
- The ability to stay informed about what's going on in the organisation as well as developments in relevant fields.
- The ability to participate in and take responsibility for making decisions on issues, policies, and other matters.
- The ability to give sufficient time to the role to attend regular Board and subcommittee

<ul style="list-style-type: none"> <li>• Overseeing and evaluating the performance of the PEO, and through the PEO, receiving reports on the performance of other senior management in the context of the organisation’s strategies and objectives and their attainment;</li> <li>• Reviewing and approving the PEO's and, in conjunction with the PEO, other senior management’s remuneration;</li> <li>• Approving the organisation’s budgets and business plans; and monitoring major capital expenditures, acquisitions and divestitures, and capital management generally;</li> <li>• Ensuring that the organisation’s financial results are appropriately and accurately reported on in a timely manner in accordance with constitutional and regulatory requirements;</li> <li>• Ensuring that the organisation’s affairs are conducted with transparency and accountability;</li> <li>• Overseeing the design, implementation and periodic review of appropriate and effective policies, processes;</li> <li>• Ensuring sound Board succession planning including strategies to assure the Board is comprised of individuals who are able to meet the responsibilities of directors of the organisation.</li> </ul>	<p>meetings, and ad hoc meetings to meet dignitaries or support Prahran Place events.</p>
<p><b>Benefits:</b></p> <ul style="list-style-type: none"> <li>• The opportunity to expand your networks and contacts.</li> <li>• The opportunity to make a socially responsible contribution.</li> <li>• The ability to harness, and improve skills around decision making, complex thinking and leadership.</li> <li>• The ability to strengthen professional credibility.</li> <li>• The opportunity to gain insight around not for profit organisations and the Neighbourhood Houses sector.</li> </ul>	