



UnitingCare Australia

POSITION DESCRIPTION

POSITION TITLE:	Board Chair
TERM:	3 year term of office, with an option for reappointment
APPOINTED BY:	Assembly Standing Committee
REMUNERATION:	\$15,000 per annum, including superannuation (where not otherwise employed in the Unitng Church or one of its agencies).

UnitingCare Australia:

UnitingCare Australia is the national body for the Uniting Church's community services network and an agency of the Assembly of the Uniting Church in Australia. The community services network is one of the largest providers of community services in Australia. With over 1,600 sites, the network employs 40,000 staff and is supported by the work of over 30,000 volunteers.

UnitingCare Australia's purpose is to give voice to the Uniting Church's commitment to social justice through advocacy, public policy development and by strengthening community service provision.

UnitingCare Australia is an agency of the Assembly of the Uniting Church and works with and on behalf of the UnitingCare network to advocate within the Church, to government and the broader community on policies and practices which enhance the dignity of people, especially those who are most vulnerable. We work towards a community in which every person meets their full potential.

We provide services to children, young people and families, Indigenous Australians, people with disabilities, the poor and disadvantaged, people from culturally diverse backgrounds and older Australians in urban, rural and remote communities.

Purpose of the Role:

The Chair will lead the Board and Executive to realise UnitingCare Australia's mission and vision. The Chair will ensure that each Board member fulfils their duties and responsibilities for the effective governance of the organisation. The Chair will support the National Director and ensure that the Board functions as a unit to achieve the agreed objectives. The Chair will act as an ambassador and in partnership with the National Director the public face of UnitingCare Australia when appropriate.

Principal Responsibilities:

Governance

- Ensure that Board members fulfil their duties and responsibilities for the effective governance of UnitingCare Australia
- Maintain an open and constructive relationship with the Assembly General Secretary and Standing Committee
- Ensure that the Board operates within its Mandate and Charter and that governance arrangements are working in the most effective way
- Develop the knowledge and capability of the Board
- Address and resolve any conflicts within the Board
- Appraise the performance of the Board on an annual basis
- Convene the Nominations Committee and ensure that the Board is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead effectively
- Ensure that the Board fulfils its duties to ensure sound financial health of UnitingCare Australia, with systems in place to ensure financial accountability

Strategic leadership

- Ensure the Board has approved and pursues a clear strategic direction
- Provide leadership to UnitingCare Australia and its Board, ensuring maximum impact
- Ensure that the Board regularly reviews major risks and associated opportunities, and that systems are in place to take advantage of opportunities, and manage and mitigate the risks

External Relations

- Act as an ambassador for UnitingCare Australia
- Maintain relationships with key influencers in the network, Church and government
- Act as a spokesperson for UnitingCare Australia when appropriate
- Represent UnitingCare Australia at external functions, meetings and events

Efficiency and effectiveness

- Chair meetings of the Board effectively and efficiently, bringing impartiality and objectivity to the decision process
- Ensure that the Board are fully engaged and that decisions are taken in the best, long-term interests of UnitingCare Australia and that the Board takes collective ownership
- Work closely with the National Director to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees
- Monitor that decisions taken at meetings are implemented.

Relationship with the National Director

- Establish and build a strong, effective and a constructive working relationship with the National Director, ensuring they are held to account for achieving agreed strategic objectives
- Support the National Director, whilst respecting the boundaries which exist between the two roles

- Ensure regular contact with the National Director and develop and maintain an open and supportive relationship within which each can speak openly about concerns, issues and challenges
- Liaise with the National Director to maintain an overview of UnitingCare Australia's affairs, providing support as necessary
- At the invitation of the Assembly General Secretary, conduct a joint annual appraisal and remuneration review for the National Director
- Ensure that the National Director has the opportunity for professional development and has appropriate external professional support

Personal Attributes, Skills and Knowledge

Personal Qualities

- Demonstrate a strong commitment to UnitingCare Australia, its mission and purpose and the network it leads
- Be able to develop a respected leadership role within the Uniting Church in Australia, the sector and the Australian community
- Personal gravitas to lead a national organisation
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours

Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- Experience of not-for-profit governance and working with or as part of a Board
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events

Knowledge and skills

- Broad knowledge and understanding of the Civil Society sector and current issues affecting it
- A sound understanding of the faith-based context of UnitingCare Australia
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of not-for-profit finance issues
- Good understanding of not-for-profit governance issues

DATE APPROVED: January 2020