

Position Description

Board Chair, Lifeline South Coast

Version: 1.0

August 2018

Document history

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| **Version** | **Document Owner** | **Approved by** | **Approved on** | **Scheduled review date** | **Comments** |
| **1.0** | Rachel Norris  CEO | Stephen Long, Chair | August 2018 |  | New PD created |

**POSITION SPECIFICATION**

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| **Role title** | |
| Position Title | Board Chair, Lifeline South Coast |

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| **Position statement** |
| This position will act as a partner to the chief executive officer (CEO) and other board members, through the provision of strong governance and strategic leadership to Lifeline South Coast.  Service on Lifeline South Coast’s board is without remuneration, except for provision of administrative support, travel, and accommodation costs in relation to board members’ duties.  **Responsibilities of the Board**  The responsibilities of the Board are outlined in Lifeline South Coast’s Constitution and supplemented by the Governance Policy and Board Charter.  In brief the Board has agreed its role includes;   * + Performance Monitoring of Lifeline South Coast   + Financial oversight and reporting   + Strategic planning   + Business planning   + CEO performance, development and remuneration   + Risk management and internal controls   + Legal compliance   + Governance matters |

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| **Responsibilities of Chair** |
| **Leadership, governance, and oversight**   * Lead the board in setting strategic direction, with the CEO, and ensuring it aligns with achieving the organisation's mission. * Being a trusted advisor to the CEO as s/he develops and implements Lifeline South Coast’s strategic plan * Act as the board's link to management - Communicate regularly with the CEO and lead the board in overseeing management's conduct of operations * Developing and managing relationships and communicating with: funders, partners, and other stakeholders * As a board member, approving Lifeline South Coast’s annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities; With the Treasurer, be responsible for audit and approval of financial statements as required under law * Reviewing outcomes and metrics created by Lifeline South Coast for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics * In collaboration with the CEO, generating substantial annual revenue and fostering Lifeline South Coast’s overall financial health * Take the lead in the board's role of recruiting, evaluating and if necessary dismissing the chief executive. * Periodically consulting with board members on their roles and helping them assess their performance * Planning, presiding over, and facilitating board and committee meetings; partnering with the CEO to ensure that board resolutions are carried out * Ensure the culture of the organisation is ethically sound, responsive, innovative, adaptive to its environment (a "learning culture"). * Work with the Wollongong Wesley Mission Church Council in the succession planning and recruitment of board members and managing board composition. * Evaluate the performance of board members and the board as a team. * Acting as an ambassador for the organisation * Ensuring Lifeline South Coast’s commitment to a diverse board and staff that reflects the communities Lifeline South Coast serves   **Fulfil the role of chair at board meetings**.   * Set the agenda for board meetings (in consultation with the secretary and chief executive) * Ensure distribution of all necessary board information to board members in advance of the meeting * Lead the board to effective decision-making as a team. * Ensure minutes of each meeting record decisions correctly. * Ensure distribution of minutes as soon as practicable after each meeting. |

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| **Delegations, authority levels and decision making** |
| * As per Lifeline South Coast’s delegation policy |

**PART B: PERSON SPECIFIC**

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| **Qualifications and experience** |
| **Essential Criteria**  The selected Board Chair will:   * Have personal qualities of integrity, credibility, and a passion for improving the lives of Lifeline South Coast’s beneficiaries. * Have strong diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals. * Be regarded in the community as a leader in business, government, philanthropy, or the non-profit sector. * Be able to demonstrate success as a non-profit board member or board chair. * Have a commitment to and understanding of Lifeline South Coast beneficiaries and mission preferably based on experience of working for strong values based / mission focused organisations.   **Desirable**   * Affiliation with the Church and commitment to the values of the Uniting Church * Evidence of strong network and relationship building skills. * Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the non-profit sector * Track record of building credibility in the funding community that has resulted in varied sources of funding for organisations. * Excellent written and oral communication skills coupled with natural affinity for public speaking |

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| **Key knowledge areas** |
| Strong knowledge in:   * Governance especially non-profit organisations * Risk Management * Strategy |

**PART C: ACKNOWLEDGMENT**

I have read and understand the position description

Signed Date

Board Chair, Lifeline South Coast

Signed Date

Chair, Wollongong Mission Church Council