

POSITION DESCRIPTION

POSITION TITLE:	Board Member
REPORTS TO:	The Board President
ORGANISATIONAL LEVEL:	Board of Directors
EMPLOYMENT STATUS:	Volunteer
TERM:	Expectation of a minimum 2 year term

1. Organisational Context

The YMCA is one of Australia's oldest and most respected not for profit organisations. The YMCA of Brisbane is directed by a volunteer Board and supported by an Executive Management Team. Our Head Office, located in the Fortitude Valley, serves as a shared services resource for our facilities and programs providing leadership and specialist knowledge in areas including HR, Finance, IT, Insurance, Marketing, Administration, Child Protection and WHS.

As a Board member with the YMCA, you become a vital part of a network of committed individuals supporting young people and building strong communities through YMCA's operating across 119 countries and 14,000 individual Associations. Globally, over 58 million people identify themselves as Y members. In Brisbane, the YMCA enjoys over 2.5 million program participations across more than 130 program delivery sites. We also provide free breakfasts to a 100+ schools. The YMCA of Brisbane and Y-Care combined own over \$70 million in net assets and have an annual turnover of \$57 million. Over 1,000 staff and 100 volunteers are engaged in our programs and services.

Directors of the board of the YMCA of Brisbane will also be deemed to be Committee Members of Y-Care (South East Queensland) Inc., and both of these associations are referred to in this document as the "YMCA".

2. Position Summary

The role of a board member is to supervise the organisation's business in two broad areas:

- Overall business performance** - ensuring the organisation develops and implements strategies and supporting policies to enable it to fulfill the objectives set out in the organisation's Constitution. The board delegates the day to day management of the organisation but remains accountable to the members for the organisation's performance. The board monitors and supports management in an on-going way.
- Overall compliance performance** - ensuring the organisation develops and implements systems to enable it to comply with its legal and policy obligations (complying with statutes, Acts, adhering to accounting standards) and ensure the organisation's assets are protected through appropriate risk management.

3. Roles, Responsibilities and Required Skills and Experience

Directorship responsibilities:

Legal

- The board is responsible for ensuring that the YMCA meets legal requirements and remains accountable to its donors and other stakeholders. This includes the state government under whose act the organisation has been incorporated.
- More particularly, the board needs to make sure that the organisation acts according to its stated Mission and for the purpose for which it receives tax exemption and/or DGR status.

Financial

- Ensure that the organisation operates within a responsible, transparent, sustainable financial framework
- Oversee and be committed to the budget of the organisation
- Receive and review regular financial reports
- Review and approve the organisation's systems for financial control and risk management
- Appoint a qualified firm or individual to conduct internal and external audits of the organisation's financial statements

Compliance and Accountability:

- Sign documents under seal
- Uphold the constitution, YMCA Australia licensing and appropriate legislative requirements
- Uphold the associations stance on safeguarding children
- Employ and Review a suitable CEO

Risk Management

- Set the risk appetite of the organisation and ensure it has a risk management framework to identify and manage risk on an ongoing basis.

Strategy and Direction:

- Set, review and drive the strategic direction of the organisation
- Ensure that programs and services align with community needs
- Provide strong support for the long term strategies of the YMCA

Policy Making:

- Establish and review board policies for the effective governance and management of the YMCA
- Provide positive input into the development of organisational policies

General

- Undertake induction and training requirements as provided by the association
- Work with the CEO to enable the organisation to obtain the resources, funds and personnel necessary to implement the organisation's strategic objectives

Governance

- Consider, debate, and vote on issues before the Board on the basis of the best interests of the organisation
- Comply with the rules, policies, and Constitution of the organisation

Planning

- Review and approve the organisation's Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plans, Fundraising Plans, Benevolent Plans, Budget etc)

Meetings

- Attend all meetings, or, if absolutely unavoidable, apologise in advance for absences
- Where Board papers are circulated in advance of the Board meeting, read papers and consider issues before the meeting
- Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate

Administrative & Management

- Approach employees of the organisation (paid or unpaid) only through the CEO
- Serve on Board committees as required

Media

- Make comments to the media only as provided in the organisation's Media Policy

Promotion

- Positively promote the organisation in the community as opportunities arise

Fundraising

- Participate enthusiastically in any major fundraising approved by the Board

Legal & Ethical

- Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
- Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
- If they have any direct or indirect pecuniary interest in any contract with the organisation, inform the Board immediately and abstain from voting on that issue
- Declare any conflict of interest in any matter before the Board
- At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias, or personal animus

4. Key Performance Indicators

- 80% attendance at Board meetings
- Participation in at least one (1) sub-committee and/or portfolio or project annually
- Contribution to the strategic approach developed by the Board
- Professionally represent the YMCA at meetings, events or conventions
- Compliance with industry relevant expectations on ethical practices and responsibilities.
- Participation in special events and occasions where board representation is important.

5. Personal Attributes

- Ability to work cooperatively
- Leadership Skills
- Sense of Humour
- The ability to donate -- Time, Talent and/or Treasure

6. Accountability

This position is accountable to members of the YMCA and the YMCA movement but is reportable to the President of the Board.

7. Governance Structure

- The YMCA of Brisbane exists in legal structure as an "act of the Queensland Parliament" and was incorporated under Letters Patent in 1905. The rules and the obligations of the organisation follow closely the requirements of the incorporated association guidelines under which Y-Care (South East Queensland) is incorporated.
- New Directors would join the "Young Men's Christian Association of Brisbane" (our Legal Name) as a voting member to fill a casual vacancy on the Board and thereby become a member of both associations. New Directors would then subsequently stand for election at the Annual General Meeting.

8. Conditions of Appointment

- Commitment of sufficient time to the duties of a Director which includes involvement in eleven (11) Board meetings per annum for both associations.
- Commitment of additional involvement which may include attendance at Board/Staff planning sessions, training, functions and retreats.
- Maintain regular contact with the CEO, appropriate senior staff and/or the President, and commit to advising on at least one major project each year.
- A minimum two (2) year commitment is an expectation of YMCA Board membership.
- Become and maintain a voting member of the YMCA of Brisbane (\$20 per annum)
- Possess, or be willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000
- Undergo a Criminal History Check
- Support the YMCA Values (honesty, caring, respect and responsibility) and the YMCA Mission
- Comply with the Responsibilities outlined in the Safeguarding Children and Young People Policy
- Accept the need to sufficiently prepare for board meetings and decisions and to insist on sufficient information to enable informed debate and decision making
- Take personal responsibility for contributing impartially to the decisions of the Board, with no thought given to personal gain
- Provide strong support for the long term strategies of the YMCA
- Abide by the Board /CEO framework policy
- Uphold high ethical standards at Board level

Signed and Accepted by:

Board Member: _____ **Signature:** _____

Date: _____

President: _____ **Signature:** _____

Date: _____

