

## Position Description

<b>Position Title</b>	Board Member
<b>Department</b>	This is a voluntary role, in accordance with FamilyCare's rules. Reasonable expenses will be reimbursed and training and professional development opportunities provided.
<b>Department Contact</b>	Chief Executive Officer
<b>Key Contacts</b>	Board Chair and Chief Executive Officer

FamilyCare acknowledge the Yorta Yorta, Taungurung, and Wurundjeri Woi Wurrung people as the Traditional Owners of the land and waterways on which we work, live and support community.

We recognise that past, present and emerging Aboriginal and Torres Strait Islanders peoples are the First Nations people of Australia.

FamilyCare is one of regional Victoria's largest and most progressive community service organisations, with offices across five Local Government Areas: Greater Shepparton, Mitchell, Murrindindi, Strathbogie and Moira.

FamilyCare is the main provider of child and family services in our region and in addition, we provide support to families of children with disabilities, NDIS Support Coordination and a variety of carer support options.

FamilyCare is committed to working collaboratively to improve outcomes for victim survivors and their children. We believe those who choose to use violence should be accountable for their actions.

FamilyCare is dedicated to fostering a positive and empowering culture for leaders, with a focus on improving client outcomes and inspiring professional growth.

## Vision

Strong families and communities.

## Purpose

FamilyCare works with individuals, families and communities to increase wellbeing, build strengths and encourage optimism.

## Core Values

The Code of Conduct reflects and supports FamilyCare's core values, which are:



### RESPECT

for all people and of their right to reach full potential



### EMPOWERMENT

of clients and staff to achieve individual and collective goals



### INTEGRITY

actions consistent with beliefs



### LEADERSHIP

on issues that impact adversely on individuals, families and community



### COMMUNICATION PROFESSIONALISM

a commitment to open and ongoing dialogue with all stakeholders



in all aspects of our work

## Role Summary

FamilyCare, is overseen by a Board of Directors. The Board collectively shares responsibility for ensuring FamilyCare is effectively governed, has appropriate risk and compliance systems and remains solvent.

FamilyCare's Board meets from 5.30pm on the third Tuesday of every month. Board Members are expected to review briefing materials, attend meetings, and participate in discussions. Options to participate in meetings online are available.

## Knowledge and Skills

### *Essential*

- Understanding of and commitment to the communities in which FamilyCare operates
- Experience working with, or special knowledge of the needs of FamilyCare's clients

### *Desirable*

- Experience working in or with Government
- Experience as a Director, Board Member or as part of a Committee of Management, particularly in the provision of not-for-profit community services

## Other Requirements

1. You will have a desire to make a positive contribution to the lives of families, children, and aged persons across a wide range of demographics and diverse backgrounds.
2. You must be aware of FamilyCare's responsibilities to contribute to children's safety and wellbeing and report any concerns about neglect or abuse to a supervisor, manager, or the CEO.
3. We will advise you of any occupational health and safety requirements that you need to be aware of and follow.
4. We will advise you of, and train you in, the use of Personal Protective Equipment (PPE) as required.
5. We will ensure you are aware of any relevant policies and procedures that are to be followed.
6. Support, training and professional development will be provided.

## Position Requirements

Satisfactory National Police check	Required
Working with Children Check	Required
NDIS Worker Screening Check	Required
Valid Victorian Drivers Licence	Not required

Volunteers who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check on commencement.

FamilyCare will support and assist our volunteers, including Board members, with relevant applications and cover any associated costs.

## Other Information

All volunteers, including Board Members, must abide by the FamilyCare Code of Conduct.

All volunteers must to take reasonable care of their own health and safety, as well as that of other people who may be affected by their conduct in the workplace.

FamilyCare promotes a respectful and safe workplace environment that does not tolerate or excuse any forms of violence including family violence.

FamilyCare is committed to:

- ensuring the safety of children;
- respecting diversity; and
- providing a workplace free from discrimination and harassment.

### INCUMBENT STATEMENT

This Agreement can be accepted and signed electronically, with the same binding effect on the parties.

I, \_\_\_\_\_ have read, understand and accept the  
above Position Description

Signed: \_\_\_\_\_

Date: \_\_\_\_\_