

Castlemaine District Community Health

Board Director Vacancies

This Not-for-Profit (profit for purpose) organisation is looking for three Directors to join its Board. **To apply, please read about our organisation and application process.**

About

Castlemaine District Community Health (CDCH) is a small, vibrant organisation based in Castlemaine. It's one of Victoria's smallest community health organisations delivering services in the Mount Alexander Shire.

CDCH provides a range of local health and support services including nursing, diabetes education, physiotherapy and exercise physiology sessions, specialist family services, counselling, alcohol and drug counselling, housing services and health promotion programs. More information about CDCH is available on our website: cdch.com.au

Our Vision for the community is achieved through strategic action with clear values and purpose.

The Board

CDCH is governed by a Board made up of 9 Directors appointed by the Board to ensure an appropriate skills mix. The Board of Directors has a strong corporate governance framework which includes overall accountability and responsibility for the strategic direction, risk management framework, budget and business plan approvals.

The Board Directors, including the Chair, are allocated to a Director category for the purposes of determining the Director's indicative term of office and the way Directors will retire by rotation.

Directors are bound by the Constitution and will be guided by the objectives and powers of the Company. CDCH is a Registered Charity under the Australian Charities and Not-for-profits Commission Act 2012 and a Company limited by guarantee under the Corporations Act 2001. Directors have obligations under both Acts. Directors are expected to familiarise themselves with their obligations at law and under regulatory schema. Directors are also expected to uphold the CDCH Board Charter and Code of Ethics.

Several subcommittees are in place. Membership of subcommittees is determined by the Board and defined in the relevant Terms of Reference. The Board may also establish time-limited subcommittees to fulfil its duties and meet the strategic direction of the organisation.

Roles and Responsibilities of Directors

Responsibilities of a Director include:

- Ensure compliance with the objects and purposes of the Constitution.
- Determine, review and maintain CDCH's vision, purpose and values.
- Approve and review strategic directions and initiatives and monitor organisational performance against the strategic plan.
- Select, and manage performance evaluation including setting KPIs, determine remuneration and, if necessary, terminate the employment contract of the Chief Executive Officer.

- Review and monitor the effectiveness of risk management and compliance in the organisation; approve or ratify policies and decisions on matters which might create significant risk to CDCH (financial or otherwise).
- Ensure that CDCH complies with all relevant laws, regulations and regulatory requirements.
- Approve CDCH's annual budget, monitoring financial performance to ensure the solvency, financial strength and performance of the organisation.
- Consider and approve annual financial statements.
- Set and maintain a framework of delegation and internal control.
- Succession and remuneration planning for Board and CEO.
- Evaluate and improve the performance of the Board.
- Support effective engagement with stakeholders.
- Facilitate constructive and effective collaboration with Board Directors and the CEO.

Directors are also expected to:

- Acquire an understanding of CDCH's business.
- Keep informed about the continuing activities of CDCH.
- Be familiar with the Constitution and review and maintain the Constitution.
- Participate in activities in relation to the Company's Membership.
- Maintain appropriate levels of communication with the Membership.
- Participate in ongoing Board and individual development opportunities.
- Participate actively in Board deliberations, meetings and subcommittees.
- Participate in Board Director induction program.

Key Selection Criteria

Successful candidates will:

1. Demonstrate an understanding of the health and human service sector (Highly desirable)
2. Have skills and/or experience in any of the following: Finance; Law; Health; Information Technology; Community Development; Marketing (Highly desirable)
3. Demonstrate sound understanding of the governance and funding of not-for-profit organisations (Highly desirable)
4. Have experience as a Board member/director (Desirable)
5. Hold a formal governance qualification (Desirable)

Remuneration

This is an honorary appointment. Costs will be covered, and there are opportunities for funded professional development. The time requirement is approximately 8 hours per month.

To apply

Please email a one-page cover letter addressing the selection criteria and your CV to the CEO:

ceo@cdch.com.au

- Applicants must be, or register to become, a CDCH Voting Member. Membership forms are available from Reception or our website.
- Successful applicants are required to undergo police and probity checks.

CDCH is committed to ensuring our Board represents the diversity of our communities. Women, Indigenous people, people with disability, young people and people from culturally and linguistically diverse backgrounds are encouraged to apply.