



POSITION DESCRIPTION

POSITION DETAILS

Title	Non-Executive Director
Position Number	PD072
Reports to	Chair, MASP Board of Directors
Location of Meetings	Mildura (virtual attendees can be accommodated)
Length of Term	Three years, renewable for a second and third term (maximum of nine years)
Approved By	Board of Directors

ORGANISATIONAL CONTEXT

MASP is a not-for-profit community-based organisation with a long history of service provision to disadvantaged and vulnerable members of our community.

MASP delivers a range of services to children, youth, families, and people with a disability. We focus on outcomes for our clients and seek therapeutic models of care and a trauma-informed approach.

We seek to be the benchmark organisation by which others model themselves.

Further details about MASP can be found on MASP's website www.masp.org.au

ABOUT US

Purpose: To empower our community to be free from homelessness, abuse, poverty, and disadvantage.

Vision: Thriving Mallee communities, with individuals and families equipped to lead safe, secure, healthy, and fulfilling lives.

OUR VALUES

CONNECTED: We nurture trusting, collaborative, and inclusive relationships.

ACCOUNTABLE: We employ authentic, competent, evidence-based practice.

RESPONSIVE: We demonstrate kind, flexible, timely, and personalised care.

EMPOWERING: We cultivate a strengths-based and enabling environment.

SAFE: We embrace a culturally safe, trauma informed, and dependable ethos.

POSITION OVERVIEW

Mallee Accommodation and Support Program (MASP) is seeking to appoint a non-executive director.

The role requires attending approximately 11 board meetings and serving on at least one board committee per year – and associated preparation.

As a Board Director, you will contribute to the deliberations of the Board in the provision of governance, compliance, risk management and financial sustainability.

In addition, the Board of Directors employs and oversees the recruitment and performance of the Chief Executive Officer.

KEY RESULT AREAS

Board Directors are responsible for the following Key Result Areas:

SAFETY – Uphold a commitment to WHS, putting the safety of staff, visitors, clients, and yourself first every time.

PEOPLE – Contribute to the success of MASP through facilitating collaboration, high performance and working with respect.

FINANCIAL – Ensure the organisation's financial sustainability by implementing effective budget controls and providing strategic oversight on financial matters.

OPERATIONAL – Support the CEO in streamlining and optimising the organisation's day-to-day operations to enhance efficiency, effectiveness, and overall performance.

STRATEGIC – Contribute to the development and execution of the organisation's long-term strategic vision, guiding its growth and impact in alignment with its purpose, vision and values.

CONTINUOUS IMPROVEMENT – Foster a culture of ongoing enhancement, innovation, and learning within the organisation, ensuring that practices continually evolve to meet the community's changing needs.

KEY PERFORMANCE INDICATORS

Some of the Key Performance indicators for success in this role are:

General	On being elected, undertake induction and training procedures as required by the Board.
Governance	Consider, debate, and vote on issues before the Board on the basis of the best interests for the organisation.
	Comply with the rules, policies and standing orders of MASP.
	Work with the CEO to ensure MASP operates in an ethically, environmentally, and socially responsible manner.
	Contribute to effective board recruitment and succession planning.
	Contribute to an annual review of the performance of the board and take steps to improve its performance.
Planning	Participate in the development, review and approval of MASPs Strategic Plan and strategic documents.
	Approve policies as determined by the Board.
	Approve major actions of the organisation, such as capital expenditure and major program and service changes.
Meetings	Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence.
	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 MASP employees (paid and volunteer), only through the CEO (with the exception of the Executive Leadership Group).
	Serve on Board Committees as required.
	Review and approve the organisation's systems for financial control and risk management.
	Understand the organisation's finances (including solvency).
	Participate in the recruitment and annual performance appraisal of the Chief Executive Officer.
Audit	Be assured the Board and Committees adequately and currently informed – through reports and other methods – of the condition of the organisation and its operations.
	Appoint independent auditors subject to approval by members.
	Ensure appropriate risk management procedures are in place.

Media	Make comments to the media only as provided in the organisations Media Policy.
Promotion	Promote MASP in the community as opportunities arise.
Fundraising	Participate enthusiastically in any fundraising approved by the Board.
Legal & Ethical	Avoid making any improper use of your position in MASP so as to gain any material advantage for yourself, or for any other person, or to the detriment of MASP.
	Avoid making any improper use of any information acquired by virtue of your position in MASP so as to gain any material advantage for yourself, or for any other person, or to the detriment of MASP.
	If you have any material or non-material personal conflict of interest in any matter before the Board, or believe that the perception of such a conflict may arise, inform the Board immediately and follow the Board's ruling as to proper procedure.
	At all times conduct Board business respectfully and with consideration for others, without ill feelings, improper bias, or personal animus.

CHILD SAFE STANDARDS

MASP is committed to providing a child safe environment. We demonstrate this by:

- Having zero tolerance for child abuse
- Actively working to listen to empower children
- Having systems in place to protect children from abuse
- Taking all child abuse allegations and concerns very seriously and responding to them consistently in line with our policies and procedures
- Promoting safety for Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and providing a safe environment for children with a disability.

OTHER REQUIREMENTS

Board Directors must comply with MASP Policies and Procedures and must have the following at the time of commencement:

- Satisfactory Police Check (paid for by MASP)
- Satisfactory Victorian Volunteer Working with Children Check
- Satisfactory New South Wales Volunteer Working with Children Check
- NDIS Worker Screening Clearance for volunteers

It is the responsibility of the Board Director to maintain these checks for the duration of their employment and to the satisfaction of MASP.