

## Position Description



### Board Director

#### The Organisation

Tenants Victoria is the peak body for renters in Victoria, a not-for-profit specialist community legal centre, a company limited by guarantee and a registered charity regulated by the Australian Charities and Not For Profit Commission.

We aim to inform and educate tenants about their rights, improve conditions for tenants, improve the status of tenants and represent the collective interests of tenants in law and policy making. We provide advice, assistance and advocacy for tenants of private and public residential properties, and residents of rooming houses and caravan parks in Victoria, Australia.

Our vision is a safe, secure and affordable home for every Victorian renter. We work to achieve this by providing legal advice, information and representation to individual tenants; by supporting other community organisations to assist tenants; by our advocacy and policy work with partner organisations and by our public information and education programs.

Candidates will have a commitment to social justice and to the need to ensure affordable housing and fair rents for public and private tenants in Victoria, and an enthusiasm to work as part of a skilled and committed group of people on the Tenants Victoria Board.

#### Duties

1. Understand and demonstrate a commitment to the organization's mission and programs
2. Keep up to date with issues and trends that affect the organization's work
3. Prepare for meetings by reading agendas, minutes, reports and other documentation required to actively participate
4. Contribute skills and knowledge by participating actively in meetings and committee work
5. Monitor the organization's financial progress and monitor risk.
6. Approve the annual budget, audit reports, and material business decisions
7. Comply with all legal and fiduciary responsibilities of directors
8. Partner with the CEO and other board members to ensure that board resolutions are carried out
9. Work co-operatively with the Chair, CEO and other board members to set and review the organization's strategic direction
10. Avoid any potential conflicts of interest
11. Understand and maintain confidentiality
12. Oversee and ensure the organization's compliance with all legal and regulatory requirements
13. Participate as agreed in sub-committees of the Board

#### Experience Required

We are currently seeking two new directors with skills and experience from amongst one or more of the following areas (as well as the core skills):

- Senior NFP leadership experience.
- Technology/Digital transformation
- Business Development and Transformation
- Key Selection Criteria
- The Board identifies the following as core skills for all directors:
- Governance and legal
- an understanding of the relevant legal and regulatory principles and frameworks and of good governance NFP practices
- Finance and Risk
- understanding and ability in financial and risk management
- Strategy and organisational planning

Additionally, you will have one or more of the following capabilities:

1. Leadership experience at a senior level in the not-for-profit or public sector with demonstrated ability to achieve change through innovation and/or significant business transformation
2. Experience in guiding NFP/public sector/private organisations to identify and realise opportunities to harness digital technology to enhance their delivery of services.
3. Experience in successfully developing innovative approaches to service design, business models and funding sources for community sector / NFP organisations, consistent with a well -defined organizational purpose and mission.

Additionally, you will have:

4. A commitment to and understanding of Tenants Victoria's mission
5. Board experience preferably in a not for profit or community organization
6. Stakeholder engagement skills particularly with business and philanthropic communities
7. Exceptional communication skills, with the ability to influence and inspire others

## Remuneration

Voluntary position

## How to apply

If you would like further details or information about the role, please contact **Judith Dickson** (Chairperson) on 0429001044 or by email at [chairperson@tenantsvic.org.au](mailto:chairperson@tenantsvic.org.au)

Email your resume and covering letter addressing the Key Selection Criteria and setting out your relevant skills and qualifications, board and other relevant employment experience and interest in joining the Tenants Victoria Board, to The Chairperson, Tenants Victoria Board, at [Chairperson@tenantsvic.org.au](mailto:Chairperson@tenantsvic.org.au) using the subject line: ATTN: EOI Board Director application