

## Position description

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| <b>Title</b>           | Board Member   |
| <b>Term</b>            | Three years (with option to extend)  |
| <b>Employment type</b> | Voluntary  |
| <b>Classification</b>  | This is a volunteer position.<br>The organisation will reimburse expenses incurred by Directors. |

### 1. Role Purpose

The Board governs the organisation to set the strategic direction, optimise performance and ensure compliance. The Board is collectively responsible for ensuring that WHV complies with relevant legislation, regulation, funding agreements and the Constitution to ensure the good governance of WHV.

### 2. Key responsibilities

The Board will collectively:

- 2.1. set the strategic direction and position of WHV for future growth and maximum impact of the vision
- 2.2. monitor WHV's performance against its strategies and targets to meet government, funders and community expectations
- 2.3. ensure there are appropriate processes in place to manage compliance
- 2.4. ensure the risks to which WHV is exposed are clearly identified and appropriate processes are in place to manage those risks
- 2.5. align collective interests of internal and external stakeholders.

### 3. Organisational relationships

#### Internal

- 3.1. WHV Board
- 3.2. CEO and Leadership team
- 3.3. WHV members

#### External

- 3.4. Victorian Government including Ministers, Victorian Government officials and department executives
- 3.5. Funders - Government and non-Government
- 3.6. Victorian Women's Health Network members
- 3.7. Peak bodies representing the women's health sector in Victoria and Australia

## 4. Selection criteria

### Essential

- 4.1. *Commitment to Women's Health and feminist framework:* A deep commitment to advancing women's health and can demonstrate a personal commitment to gender equity, diversity and inclusion
- 4.2. *Board experience:* Board experience or in an executive Governance role reporting to a Board an advantage.
- 4.3. *Corporate governance:* Has knowledge of, and commitment to, the pillars of strong and effective corporate governance
- 4.4. *Strategy and performance:* Demonstrated experience in setting strategic direction, fostering innovation, and assessing whether the organisation's resources and culture are aligned to achieve objectives and purpose.
- 4.5. *Cultural sensitivity and competence:* Able to address the diverse needs of women from different backgrounds and communities
- 4.6. *Communication skills:* Excellent communication skills, both verbal and written, to effectively convey WHV's mission, goals, and impact
- 4.7. *Adaptability:* Ability to adapt to changing circumstances and navigate complexities within the non-profit and healthcare sectors
- 4.8. *Empathy and sensitivity:* A high level of empathy and sensitivity to the unique challenges faced by women in different life stages and circumstances
- 4.9. *Integrity:* Will meet fiduciary duties and responsibilities, act ethically, have appropriate independence and put the organisation's interests before personal interests

### Leadership

- 4.10. Provide visionary leadership to the organisation, setting strategic direction and long-term goals
- 4.11. Uphold the highest ethical standards and ensure the organisation operates with integrity
- 4.12. Act in line with WHV values and hold others to account in acting in line with these values

### Corporate Governance

- 4.13. Ensure there is a governance framework for effective governance, adherence to the organisation's policies and regulations and that the organisation meets its obligations
- 4.14. Oversee and facilitate board, committee, board member and CEO evaluation reviews and succession planning
- 4.15. Convene the Nominations Committee and ensure that the Board is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead effectively

### Strategic Leadership

- 4.16. Participate in the development and implementation of the organisation's strategic plan, ensuring alignment with the mission and values of WHV

- 4.17. Ensure that the Board regularly reviews major risks and associated opportunities, and that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- 4.18. Set the tone and take an active role in promoting a positive culture throughout the organisation

### **Financial Oversight**

- 4.19. Ensure that the Board fulfils its duties to ensure sound financial health and that systems are in place to ensure financial accountability

### **General Responsibilities**

- 4.20. Promote WHV, its objectives and programs.
- 4.21. Participate in WHV strategic planning processes.
- 4.22. Actively contribute to a positive culture by modelling the Code of Conduct and WHV values and principles
- 4.23. Demonstrated commitment to the work of WHV, work collaboratively with colleagues and openly share information and knowledge.

### **Approved:**

Sandy Forbes, Chair, Women's Health Victoria Board

**Date: 8 April 2024**

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*WHV values diversity and aims to attract and retain the best talent that reflects a variety of perspectives and experiences. We welcome applications from people of all ages, disability, ethnicity, family and caring responsibilities, gender, religion, sexual orientation and cultures including people of Aboriginal and/or Torres Strait Island heritage.*