

POSITION DESCRIPTION

NON-EXECUTIVE DIRECTOR

The ADACAS Board is seeking applications for current and future Director positions from people who are passionate about the human rights of people with disability, older people, and their carers and who have contemporary governance skills, lived experience of aged care and/or disability support systems and people who are wanting to contribute and provide leadership in the not-for-profit sector, business, government, or philanthropy.

We seek applications from people who are committed to ethical, strategic and collegiate governance of a dynamic and growing organisation; and who will work with us to achieve our vision and strategic objectives. As ADACAS provides independent advocacy, we uphold the need to manage perceived and real conflicts of interest and therefore are unable to appoint people who work or volunteer for disability or aged care service providers.

Applications, including a two-page letter of claims and a current CV, can be forwarded via email to the CEO, Wendy Prowse, ceo@adacas.org.au. Further information can be obtained through the CEO on 0417141049. On request, information may also be provided by the Board Chair.

ADACAS	Non-Executive Director
<p>About ADACAS</p>	<p>ADACAS is a company limited by guarantee. Since 1991, ADACAS has provided independent and free advocacy. ADACAS supports people with disability, people with mental ill-health, older people and carers. We provide services in the ACT and southern NSW.</p> <p style="text-align: center;">ADACAS' vision is for a community in which everyone may exercise their rights and responsibilities, lead lives of value and dignity, and pursue their dreams.</p> <p style="text-align: center;">Our mission is to assert, promote and protect the rights of people with disability, people who are older, people experiencing mental ill-health, and people who are carers.</p> <p>Our Strategic Objectives are to:</p> <ul style="list-style-type: none"> • Respond to the changing needs of our clients through excellence in advocacy • Advance human rights and social justice for population groups in the areas we serve • Contribute to building a community that is more inclusive and responsive to diversity <p>We work towards these objectives by:</p> <ul style="list-style-type: none"> • ensuring the voices of disenfranchised and vulnerable people are heard • promoting, upholding and defending human rights • empowering people to achieve a life that has value to them • advocating for community and systemic change that improves wellbeing, social justice and inclusion

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	<p>Our core business is to:</p> <p>ADACAS provides individual advocacy to and working with people with disability, people who experience mental ill health, older people and carers. We advocate to support people to access services and supports in a range of areas including (but not limited to): housing; quality of services; access to justice; aged care services; child protection; domestic violence; NDIS access and appeals; Disability Royal Commission and Redress Scheme support. We have supported many people through the NDIS Appeals process, and also offer an Aged Care Navigation service and support to those accessing the Redress scheme. ADACAS also undertakes some project work using Supported Decision Making methodology.</p> <p>We have been operating in the ACT for 30 years and more recently commenced working with people living with disability in specific parts of NSW. ADACAS is a member of both the Disability Advocacy Network of Australia and the Older Persons Advocacy Network, both of which represent organisations working with people with disability across all areas of Australia.</p> <p>More information about ADACAS can be obtained from our website, www.adacas.org.au. ADACAS currently employs around 30 staff and has an annual turnover of around \$3m. The ADACAS head office is located in Weston, ACT.</p>
The ADACAS Board	<p>Board Chair: Helen McDevitt PSM, GAICD. Finance and Risk Committee Chair: Andrew Cameron. Governance Committee Chair: Christine Bruce</p> <p>Current Board Members: Helen McDevitt, Andrew Camerson, Greg Mahony, Christine Bruce, Dr Andrew Mathieson, Giang Tan, Prof Raechel Johns Company Secretary: Carolyn Murphy CEO: Wendy Prowse</p> <p>The Board meets every two months. Currently there are two Board committees: finance, audit and risk; and governance.</p> <p>The Board supports the work of ADACAS and provides leadership and strategic governance and oversight.</p> <p>The Board will provide support for new members through initial induction and ongoing director development.</p>
Acknowledging the Traditional Custodians	<p>ADACAS acknowledges the Ngunnawal people, the Ngambri, Dharawal, Yuin and Wiradjuri people as the traditional custodians of the lands on which we</p>

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	<p>work, and pay our respects to their Elders, and to all Aboriginal and Torres Strait Islanders in our communities.</p>
<p>About the Position/s</p>	<p>We seek applications from people with a strong commitment to supporting the rights of people with disability, carers and older people and who will contribute to the effective governance of ADACAS.</p> <p>We encourage applications from people with relevant knowledge and lived experience in disability, and aged care service systems. We also encourage applications from people with governance experience..</p> <p>We are interested in candidates with knowledge, skills and experience in some or all of the following:</p> <ul style="list-style-type: none"> • Contemporary governance and leadership • Advocacy and human rights • Strategic planning and implementation • Compliance and accountability • Financial and risk analysis and management • Performance assessment against financial and non-financial outcomes and impact • Engagement and communication strategies • IT and digital systems and strategies • Innovation, business development and entrepreneurship <p>Candidates must be able to devote time and energy to the role and to their director development. The role requires attendance at board meetings and serving on Board committees, as required. Board members will also on occasion be invited to attend significant events.</p> <p>ADACAS operates in the ACT and Canberra Region as well as the local health areas of Murrumbidgee, Illawarra and South Coast NSW. Applications are welcome from these regions.</p> <p>In addition, candidates must be independent, and not be directly or indirectly employed by, or involved in the management of, organisations that fund or provide direct formal support for ADACAS or its clients. This includes being an employee or Non-Executive Director of an Aged Care or Disability support service. Shortlisted candidates will be asked to declare any potential or perceived conflicts of interest.</p>
<p>Remuneration</p>	<p>Service on ADACAS’ Board of Directors is without remuneration, except for reimbursement of direct administrative support, travel, and accommodation costs in relation to Board Members’ duties and some support for director development.</p>

DIRECTOR RESPONSIBILITIES

As a Director on the ADACAS Board you will be expected to contribute to consideration and decisions relating to the following:

- Development and oversight of the ADACAS Strategic Plan
- Consideration of strategic advocacy and marketing positions.
- Establishing and monitoring outcomes and metrics for evaluating the impact of ADACAS' activities, and regularly measuring the performance and effectiveness of the organisation.
- Approval of ADACAS' annual budget, audit reports, and material business decisions.
- Contribute to effective Board recruitment and succession planning.
- Approve major decisions such as major program and service changes, and capital expenditure above CEO authorisation.
- Monitor financial performance against budget and key metrics, and ensure that strategic financial governance is fit for purpose.
- Adhere to the ACNC's requirements of a Responsible Person

As a Director on the ADACAS Board you will be expected to contribute to effective organisation governance and operation of the Board by:

- Fostering a positive working relationship with other Board members and organisation staff.
- Review the performance of the Board annually and take steps to improve its performance.
- Be assured that the Board and its committees are properly and adequately informed of the condition of the organisation and its operations.
- Review compliance with relevant statutory and other legal requirements.
- Ensure appropriate risk assessment and risk management procedures are in place.
- Actively contribute to strategic and business plans targeting fund-raising and/or resource and business development activities.
- Promote the organisation's interests actively within the broader community and among stakeholders.