

<b>Position:</b>	<b>Nominations Committee External Member</b>
<b>Hours of Work:</b>	<b>2-3 hours per week</b>
<b>Contract period:</b>	<b>June – October 2018</b>
<b>Remuneration:</b>	<b>Volunteer Role</b>

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### **Overview of Volunteering Australia**

Volunteering Australia (VA) is the National peak body for volunteering, working to advance volunteering in the Australian community. Our mission is to lead, strengthen, promote and celebrate volunteering in Australia.

We achieve our purpose and vision by focusing on the following strategic themes that underpin all our objectives and activities. We,

1. Maintain and strengthen VA's leadership role in the sector by advocating effectively to support and advance volunteering in Australia;
2. Build and maintain a credible evidence base for VA's policies and platforms;
3. Engage and communicate effectively to ensure volunteering, and VA itself, are recognised, respected and valued among stakeholders;
4. Build and support the capacity and capability of VA, and harnesses the Network's collective capabilities and capacities.

### **Overview of Role**

Currently the Board of Directors of Volunteering Australia consists of a board member of each of the Foundation Members (State/Territory Volunteering Peak Body) of VA, plus three independent appointees. However, at a recent General Meeting, Members determined that the governance model should be reviewed, and that the organisation should move to a skills based independent Board.

The Nominations Committee has been established by the Volunteering Australia board to assist the board to develop processes for identifying and assessing skill requirements, and recommending suitable candidates for nomination. The Committee is comprised of two representatives of the VA board, and up to three external parties with extensive governance experience.

### **Reporting**

The Committee reports directly to the Volunteering Australia Board, via the Nominations Committee Chair. The Volunteering Australia CEO will provide secretariat support to the Committee.

### **Meeting**

The Committee will operate between June 2018 and October 2018, and will meet via teleconference or Skype. Weekly meetings will be required during the period 20 June to 18 July, with fortnightly meetings for the remainder of the time.

## Duties and Responsibilities

The Committee is responsible for,

- (a) Developing a skills matrix and identifying the skills, experience and personal attributes and diversity required of Directors,
- (b) Developing the criteria for assessing the skills and experience required for the Board,
- (c) Assisting the Board to identify priority skill requirements,
- (d) Receiving, assessing and reporting on potential nominations,
- (e) Interviewing and vetting potential nominations as required,
- (f) Ensuring that the appropriate checks on potential candidates are undertaken,
- (g) Reviewing induction procedures for new Directors to facilitate their ability to discharge their responsibilities.

The Volunteering Australia board is calling for expressions of interest from individuals with the necessary skills and experience to help drive the organisation's governance reform.

## Essential Skills

It is essential that Committee members have significant experience as a Company Director, with formal qualifications such as AICD.

An understanding of the legal duties, responsibilities and liabilities of a Company Director, and experience or knowledge of operating within a Federated model are preferred skills.

If you are interested in applying for this short-term volunteer position you are invited to submit a short expression of interest and an up to date resume to the Nominations Committee Chair, Michelle Ewington at [michelle@volunteeringaustralia.org](mailto:michelle@volunteeringaustralia.org)

Applications close COB Wednesday 6th June 2018