

PEOPLE, CULTURE & GOVERNANCE COMMITTEE CHAIR



POSITION TITLE: People, Culture & Governance Committee Chair

THE ROLE: The People, Culture & Governance Committee Chair assists the YWCA Australia Board (and its two housing subsidiary boards) to discharge duties in relation to:

- Recruiting, retaining and developing a strong executive leadership team and staff who share YWCA values and are capable of achieving YWCA objectives;
- Governance of our remuneration policy and its application to the CEO and executives reporting to the CEO;
- Establishing and maintaining a governance framework for the group; and
- Corporate standards of behaviour of YWCA and its subsidiary entities.

YWCA VISION: all women, young women and girls are safe and respected, with equal access to power, opportunity and resources.

YWCA PURPOSE: to be a strong, unified, national feminist organisation of women, young women and girls, working to achieve gender equality.

It is a requirement that the job holder fully complies with, promotes and lives **YWCA's Core Values:**

FEMINISM

INCLUSION

EXCELLENCE

INNOVATION

INTEGRITY

KEY RESPONSIBILITIES

The People, Culture & Governance Committee Chair is responsible for leadership of the Committee including:

- Facilitating information flow between committee and the board.
- Facilitating effective functioning of the committee, including managing meetings.
- In consultation with management:
 - Setting the agenda for committee meetings; and
 - Overseeing the quality, sufficiency and relevance of information made available to the committee.
- Facilitating open and constructive communications amongst the committee, between committee and management and between committee and board; and
- Maintaining meeting's focus on strategic and priority matters.

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TIME COMMITMENT & TERM

The initial term of the appointment will be for one (1) year and annual reviews of performance will take place.

A commitment to participating in the following activities is required:

- Four (4) scheduled meetings per year of at least 2 hours in length (Virtual).
- Attendance at two (2) Board meetings (Virtual).
- Attendance at the AGM (possibly interstate).
- Active role in recruitment and selection of Committee members (Virtual).

QUALIFICATIONS, EXPERIENCE AND ATTITUDE

1. Tertiary and professional qualifications in Human Resource Management and/or Business Management
2. Experience in human resource management leadership positions
3. Strong knowledge of contemporary People and Culture strategies and policies to support the strategic objectives of the organisation
4. Corporate governance literacy
5. Alignment with the values and vision of YWCA Australia
6. Works with integrity
7. Governance knowledge and experience working on Committees as a non-executive
8. Commercial astuteness
9. A collaborative leader and effective communicator.

INDEPENDENCE

The Board has determined that the Chair of the Committee should be an independent individual with skills and expertise relevant to the committee and position as chair. Individuals who have acted in an executive or non-executive capacity within the YWCA Group within the previous twelve (12) months, are not considered to be independent.

Directors and Committee Members are required to comply with the Organisation's governance standards, including the Code of Conduct and Conflict of Interest Policy.