

# PROPERTY ASSETS COMMITTEE CHAIR



**POSITION TITLE:** Property Assets Committee Chair

**THE ROLE:** The Property Assets Committee Chair assists the YWCA Australia Board (and its two housing subsidiary boards) to discharge duties in relation to:

- Strategic use of the Group's property assets for a desired monetary return. Property assets include but not limited to commercial, non-housing, housing, owned and leased properties.
- Strategic development of property assets including housing inventory for commercial gains for operational growth.
- Performance of the commercial property assets against industry benchmarks including rental yield and capital growth.

**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 Property Assets 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 or professional qualifications in a related field.
2. Experience in leadership positions responsible for the management of property maintenance and/ or asset management
3. Employment experience in urban development and/ or planning
4. Residential development (evaluation and feasibility)
5. Affordable/ social housing experience
6. Knowledge of financing options for community housing organisations
7. Alignment with the values and vision of YWCA Australia
8. Works with integrity
9. Governance knowledge and experience working on Committees as a non-executive
10. Commercial astuteness
11. 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

## POST HOLDER AGREEMENT

Name:

Date:

Signature: