

FISH & NANKIVELL
LEVEL 7, NO. 1 COLLINS STREET
MELBOURNE VIC. 3000 AUSTRALIA
TELEPHONE: + 61 3 9654 7622
EMAIL: search@fnow.com.au WEB: www.fnow.com.au
FISH & NANKIVELL OGILVIE WATSON PTY. LTD.
A.C.N. 095 449 326 / A.B.N 74 095 449 326

ANDREW BONWICK
KATHY McLEAN
IAN W.C. NANKIVELL
JULIA SOUTTER

POSITION DESCRIPTION

January 2020

PRESIDENT & BOARD CHAIR



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AALBORG AARHUS AMSTERDAM BUENOS AIRES CALGARY CANBERRA COLUMBUS COPENHAGEN DALLAS DÜSSELDORF EDMONTON
LA PAZ LONDON LOS ANGELES MANILA MELBOURNE MEXICO CITY MILAN MONTEVIDEO MONTREAL MUNICH NEW YORK OTTAWA
PARIS PORDENONE SAN FRANCISCO SANTIAGO SAO PAULO SHANGHAI SINGAPORE TOKYO VANCOUVER VERONA VIENNA WARSAW
WINNIPEG ZURICH

About YWCA Australia

YWCA is a strong, united, proudly women-led organisation achieving real change through advocacy and programs for women, young women and girls.

Since our early beginnings in the 1800s, each YWCA across Australia has been committed to supporting women in times of hardship. Our national journey over the last 140 years, demonstrates the courage of our founders and the important steps we have taken and continue to take, improving the lives of women.

In 2018 YWCA became a united, for purpose national organisation with the Adelaide, Albury Wodonga, Broken Hill, Darwin, NSW, Perth, QLD and VIC branches joining YWCA Australia to support women across Australia. We are a women-led organisation that achieves positive change by providing advocacy, programs and services for women, families and communities.

YWCA undertakes advocacy and delivers programs and services that develop the leadership and collective power of women and girls; support individuals, their families and communities at critical times; and promote gender equality and community strengthening.

YWCA Australia has an asset base of over \$60M and employs more than 400 staff in 17 locations across Australia.

Vision, Purpose and Values

Vision: All women, young women and girls are safe and respected, with equal access to power, opportunity and resources.

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

Values: ***Feminism:*** Proudly informed by our feminist worldview, we focus on empowering women to transform power structures to achieve gender equality.

Inclusion: We are respectful, inclusive and strengthened by our diversity. We are committed to Indigenous recognition and reconciliation.

Excellence: We relentlessly pursue excellence by defining our goals, measuring our impact and using evidence-based practices.

Innovation: Our culture rewards courageous ideas, agile thinking, and bold decision-making while challenging ourselves to refresh, transform and expand our impact.

Integrity: Our reputation and trustworthiness ensures that we honestly, reliably and transparently deliver on our commitments.

Five Year Strategic Plan

Our Strategic Plan

Our goal is to positively impact the lives of more than two million women, young women and girls throughout Australia by the end of 2023.

Five Year Strategic Plan

Following a consultation process with members, employees, supporters and our board, we have developed our new five year strategic plan – Two Million Y Women. The plan highlights four key priorities: safety, housing, leadership and sustainability.

These strategic priorities are based on the recognition that gender inequality leads to many negative outcomes for women. Our work is focused on challenging the behaviours, structures and power imbalances that impact gender equality. At the same time, we seek to understand how different types of discrimination, such as ethnicity, age, disability, gender or sexual identity and religious beliefs, amplify the effects of gender inequality.

Our Priorities

| | |
|--|---|
| <p>Safety</p>  | <p>Increase women's safety and wellbeing through advocacy, programs and service</p> <ul style="list-style-type: none"> • Be an influential national voice for all women through advocacy, grounded in research and evidence • Expand and scale services for women experiencing, or at risk of, violence • Research, design and establish programs to improve women's economic security |
| <p>Housing</p>  | <p>Support women with affordable housing choices and homelessness services</p> <ul style="list-style-type: none"> • Double and diversify affordable housing property options • Research and design a commercially sustainable housing model • Expand and scale housing and homelessness services nationally with a presence in every state |
| <p>Leadership</p>  | <p>Create spaces for young women to become leaders and drive positive change</p> <ul style="list-style-type: none"> • Increase number of young women members through a compelling engagement strategy • Develop leadership pathways for young women through programs and mentoring • Deliver annual national research into the needs and aspirations of young women in Australia |
| <p>Sustainability</p>  | <p>Create a purpose aligned, robust social business to optimise our impact</p> <ul style="list-style-type: none"> • Establish and deliver commercially sustainable housing models at scale • Investigate and capitalise on innovative social business opportunities • Maximise our internal re-investment into our purpose |

Board & Governance

Board of Directors

- Julie Boyd (current President and Chair)*
- Julia Goodall (Deputy Chair)
- Nicole Freeman
- Cara Gleeson
- Freya Mulvey
- Juliana Nkrumah
- Lauren Tanner
- Lina Tchung
- Molly George

Locations

YWCA runs a wide range of programs and services around Australia.

We currently have a presence in: Adelaide, Albury-Wodonga, Bendigo, Broken Hill, Brisbane, Campbelltown, Canberra, Darwin, Geelong, Lismore, Melbourne, Nowra, Perth, Port Pirie, Rockhampton, Sydney CBD, Toowoomba and Townsville.



For further information, including Committee Membership and Committee Charters, please visit <https://www.ywca.org.au/>.

To view the 2019 Annual Report, click [here](#).

Position Description

Position Purpose

The President leads and is the public face of YWCA. Where necessary the President should represent the Organisation at public events and use her networks to influence on behalf of YWCA.

The Chair of the Board is considered the “lead” Director - using her experience, skills and leadership abilities to facilitate the governance processes. The Chair’s primary function is to ensure that the Board accomplishes its role in accordance with the Organisation’s governance framework. The Chair is the major point of contact between the Board and Management.

Chair Duties and Responsibilities

In addition to the duties and responsibilities of directors, there are two main aspects to the Chair’s role. They are the Chair’s role within the boardroom and the Chair’s role outside the boardroom.

Inside the boardroom the role of the Chair is to:

- Ensure the Board operates as an inclusive, well-functioning team.
- Establish the agenda for board meetings in consultation with Management, so that:
 - time is allocated effectively;
 - the right matters are considered during the meeting;
 - matters are considered carefully and thoroughly; and
 - the board makes clear decisions and gives adequate guidance to management.
- Chair board meetings.
- Set the tone and foster a Board culture aligned with the organization and strategy.
- Be clear on what the board has to achieve, both in the long and short term.
- Provide guidance to other board members about what is expected of them as Directors.
- Ensure that board meetings are effective in that:
 - the right matters are considered during the meeting (for example, strategic and important issues);
 - matters are considered carefully and thoroughly;
 - all directors are given the opportunity to effectively contribute; and
 - the board comes to clear decisions and resolutions are noted.
- Brief all directors in relation to issues arising at board meetings.
- Ensure that the decisions of the board are implemented properly.
- Ensure that the board behaves in accordance with the Code of Conduct.
- Ensure the Board undergoes an appropriate annual evaluation.

Outside the boardroom the role of the Chair is to:

- Undertake appropriate public relations activities, as suggested by Management.
- Utilise networks to promote the organisation.
- Be the spokesperson for the company at the AGM and in the reporting of performance.
- Be the major point of contact between the board and CEO.
- Be kept fully informed of current events by the CEO on all matters that may be of interest to directors.
- Regularly review with the CEO, and other staff as the CEO recommends, progress on important initiatives and significant issues facing the company.
- Provide mentoring to the CEO.
- Initiate and oversee the annual CEO evaluation process.

Qualities

- Alignment with the values and vision of YWCA Australia;
- Be a member, or willing to join the YWCA;
- Integrity;
- Be a collaborative leader and effective communicator.

Required Competencies

- Governance knowledge and experience working on Committees as a non-executive;
- In depth knowledge of director and officer duties and liabilities;
- Commercial astuteness.

Experience

- Experience in media presentation and management;
- Experience governing a member organisation;
- Industry experience in one or more of: gender equality, diversity and inclusion, education, health, housing and homelessness, family and children's services, the profit for purpose sector;
- Governance and regulatory literacy;
- Previous experience as a Chair or Deputy Chair would be beneficial.

Time Commitment

Up to 10 Board meetings per year – three to be held face to face in Sydney which are 4-6 hours in length. Alternate meetings to be held virtually and are approximately 2-3 hours.

Attendance at the AGM which may be located regionally.

It is anticipated that attendance at Board-established Committees from time to time may be required. These meetings will be held virtually.

Remuneration

This is a voluntary position. All expenses are reimbursed.

How to apply

Enquiries are welcome, and can be made to the Consultant assisting YWCA Australia, Julia Soutter, Partner, Fish & Nankivell on 03 9654 7622.

Expressions of interest should be forwarded by email to julia@fnw.com.au by **Thursday, 30th January 2020**.

The resume should clearly detail relevant achievements under each position held. Do not address the selection criteria (i.e. the Candidate Profile statements) as separate items; instead, provide a detailed account of your **achievements** under each job held (preferably in point form) – i.e. a normal ‘business CV’. Keep ‘responsibilities’, as distinct from ‘achievements’, to a minimum – only enough to make the scope of your job clear. Please include *all* your jobs, even if early ones are referred to only briefly; we are interested in the whole person.

Ensure your qualifications include the institution at which you studied, and the date you completed the qualification.

Your letter is your first opportunity to ‘speak’ to our client, and will be most effective if you not only argue your own merits but also show awareness of our client’s situation and why you’d be a good fit.

A list of *potential* referees should be included at the end of the CV. Please provide referees’ names and current positions, with a brief explanation of how you know each other and an indication as to the kind of insight these people might offer on your background and skills. **Referees will not be contacted without your prior agreement**, so you do not need to advise referees at this stage that they are on your list.

What you can expect of the search and recruitment process

This is an executive search process conducted by Fish & Nankivell. Search is the process by which well-regarded performers in areas relevant to a client’s needs are identified by an executive search consultant, and approached regarding a role. A search firm builds up a picture of who the right candidates might be by talking to experts in the field for their insights into how potential candidates are viewed by their peers. This research helps us identify candidates who are a genuine likely match with the client’s specific character and needs.

You will have received this Position Description either because you have referred by a colleague and contacted us or because we have heard about and contacted you. In either case, you will be treated with the same consideration and – we hope – timeliness.

We welcome any and all questions you may have about the organisation, the role and the process. The better informed you are, the more likely we all are to be able to decide if you and our client are the right fit at this particular point in time. For the same reason we ask you to be open with us regarding your interest in the job, possible impediments to your accepting it if offered, and facts about your work history.