

POSITION DESCRIPTION



JOB TITLE: YWCA Australia Board Trainee

REPORTING TO: Company Secretary

DEPARTMENT: YWCA Australia Board of Directors

LOCATION: National

THE ROLE: The YWCA Australia Board Traineeship program offers two young women members of YWCA Australia the opportunity to join the board of YWCA Australia as an observer for a 12-month period, commencing on 1st July 2020 and concluding on 30th June 2021. As a Trainee you will participate in discussions and governance activities, without the duties and responsibilities that apply to director positions. This is a great opportunity to develop practical and strategic governance skills in a professional, supportive and feminist environment.

As part of this program trainees will:

- Attend all YWCA Australia board meetings (in-person and online) for the 12-month period.
- Join one board sub-committee to develop a specific area of interest such as finance, culture or governance and attend all associated meetings.
- Receive a full scholarship to complete the AICD Foundations of Directorship course in their nearest capital city. This course covers governance for directors, finance for directors and strategy & risk for directors.
- Undertake additional professional development opportunities alongside the Board.
- Undertake a comprehensive YWCA induction process between May-June 2020, and be paired with a 'buddy' on the YWCA Australia board to provide additional support and guidance.
- Attend the YWCA Australia Annual General Meeting in November 2020 to share traineeship experiences with members.
- Share their experiences through YWCA communications channels during and after the traineeship.

Applications are open to all young women members aged between 18-30. Not yet a member of YWCA? Join here for free: <https://www.ywca.org.au/join/>

We encourage young women with all levels of experience to apply. This is a national role and applications are welcomed from all States and Territories, including from regional, remote and rural areas. YWCA values diversity of thought and experience and strongly encourage young women with diverse lived experiences, identities and backgrounds to apply – including those who identify as Aboriginal and/or Torres Strait Islander, living with a disability, LGBTIQ+ or from a culturally and linguistically diverse background.

This is a volunteer role and YWCA will cover the costs of travel to in-person meetings and the AICD Foundations of Directorship course.

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.

POSITION DESCRIPTION



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

FEMINISM

INCLUSION

EXCELLENCE

INNOVATION

INTEGRITY

KEY ROLES & RESPONSIBILITIES

As a board trainee you will:

- Undertake a comprehensive induction process
- Prepare for and attend all YWCA Australia board meetings (both in-person and online meetings) for the 12-month traineeship period. YWCA will cover the costs associated with attending meetings.
- Join at least one YWCA Australia board sub-committee and prepare for and attend all sub-committee meetings.
- Complete the AICD Foundations of Directorship course (this is an in-person training course to be completed in your nearest capital city and is estimated to be a full 3-day commitment).
- Enthusiastically represent YWCA Australia at events and meetings, sharing your traineeship experience with other young women and stakeholders.
- Participate in the YWCA Australia Annual General Meeting to be held in November 2020.
- Work closely with the Company Secretary for the duration of the Traineeship, undertaking additional trainings and tasks where required.

Any other roles or responsibilities as agreed with the Company Secretary

Time commitment:

- Attendance at approximately seven board meetings per year. This includes three meetings to be held face-to-face in Sydney which are 4-6 hours in length, and four meetings to be held virtually which are 2-3 hours in length.
- Attendance at the Annual General Meeting in November 2020 which may be located regionally.
- Participation on a Board established Committee. Committees generally meet quarterly for approximately two hours and meetings are held virtually.
- Completion of the AICD Foundations of Directorship course. This course is delivered as 3 x full days or 6 x half days.
- Additional time to adequately prepare for all meetings throughout the year.
- Completion of a YWCA board induction process prior to commencing in the role (approximately 15-20 hours).

POSITION DESCRIPTION



SELECTION CRITERIA: QUALIFICATIONS, EXPERIENCE AND ATTITUDE

Key selection criteria

1. Be an Ordinary Member of YWCA and be aged 18-30 at the time of appointment (July 1st, 2020).
2. Have been a member of YWCA for at least six months OR demonstrate some prior engagement with YWCA.
3. Have an enthusiastic willingness to engage with all trainings provided (including the induction process and completion of the AICD Foundations of Directorship course).
4. Have a strong commitment to prepare for, and attend all board meetings, subcommittee meetings and special events (trainees will be made aware in advance of the different timings of board meetings and the level of preparation and engagement required).
5. Have a demonstrable interest in governance and/or feminist leadership.
6. Have complementary work or life experience and/or educational background (such experiences may include but are not limited to: Business management, stakeholder engagement and communications, legal skills, financial skills, entrepreneurship, not-for-profit experience, community engagement, media, government, youth work, academia).
7. Have a strong desire to learn and professionally develop while contributing to the growth of others, particularly young women.
8. Be able to demonstrate a strong commitment to the vision and values of YWCA Australia as well as a feminist worldview.

Eligibility

In order to be considered for the Board Traineeship, the following eligibility criteria must be met:

- Be an ordinary member of YWCA Australia, YWCA Canberra or YWCA Hunter, aged 18-30 at time of appointment (July 1st, 2020). If you're not already a member of YWCA Australia, join for free here: <https://www.ywca.org.au/join/>
- Candidates must not be a current staff member of YWCA Australia, YWCA Canberra or YWCA Hunter.
- Candidates must not have been a staff member of YWCA Australia, YWCA Canberra or YWCA Hunter in the previous 12 months.
- Candidates must not be a current member of YWCA Australia's Young Women's Council.

Application process:

Please submit a CV and Cover Letter addressing the key selection criteria via <https://www.ywca.org.au/opportunities/>

Applications close 11pm on Sunday 29th March

Any questions please contact companysec@ywca.org.au