

POSITION DESCRIPTION



JOB TITLE: YWCA Australia Non-Executive Director

LOCATION: National

THE ROLE: YWCA Australia is seeking to appoint 4 Directors whose skills align with the strategic direction of the organisation and complement the current skills and experience mix of the Board. The Board is comprised of 11 Directors, 60% elected by Members and the balance appointed by the Board; at least 1/3 of which must be Young Women (aged 30 or under at the time of appointment). Directors of YWCA Australia are also appointed as directors of the subsidiaries, YWCA National Housing and YWCA Housing. The Board has adopted a Board Charter which sets out the roles, responsibilities and principles within which it operates. The Charter reflects the requirements of the ACNC and can be accessed [here](#).

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 Directors fully comply with, promote and live **YWCA's Core Values:**

FEMINISM

INCLUSION

EXCELLENCE

INNOVATION

INTEGRITY

KEY RESPONSIBILITIES

- Assist in promoting and advocating YWCA's strategy and vision
- Question, encourage, monitor and scrutinise management
- Bring relevant competency, experience, legitimacy and ethical behaviour to the Board
- Ensure proper governance processes are followed with integrity, including financial reporting and disclosure and compliance with the law and other requirements
- Challenge and contribute to the development of strategy, approve its adoption and monitor performance towards achievement
- Approve budgets and major capital expenditure decisions

SELECTION CRITERIA: SKILLS, EXPERIENCE AND ATTITUDE

Selection Criteria

We are looking for candidates who have experience or are gaining experience in the below listed areas. When addressing the selection criteria, please reflect on your professional, volunteer and life experience as well as your education, which may be ongoing.

- Strategic thinking and execution
- Risk Management
- Current or recent financial literacy
- Business acumen and experience

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When submitting your application, please ensure you include a cover letter addressing each selection criteria with a brief paragraph of around 150 words or less.

Required Competencies

It is expected that Directors of YWCA Australia:

- Are aligned with the feminist values and vision of YWCA Australia
- Are advocates for young women's leadership
- Act with integrity and display emotional intelligence
- Have an understanding and knowledge of a Director's responsibilities
- Are collaborative yet curious and courageous
- Use their personal and professional networks to advance YWCA's mission
- Participate and contribute, having regard to the time commitment set out below

YWCA is seeking candidates with diverse backgrounds and experiences, and strongly encourages Young Women to apply for these positions.

Eligibility

Applicants must be eligible to be appointed as a Director within the requirements of the Constitution, the Corporations Act 2001 (Cth) and the ACNC Act. Key requirements are that the Director must be:

- Female, or identify as female, and at least 18 years old;
- Be either an Ordinary Member of YWCA Australia, a Life Member of YWCA Australia or a member of the Board of World YWCA.
- Is not an employee of the Company.

If you are not already a member of YWCA Australia – join [here](#) for free.

Independence

The Board has determined that each Director should be independent. Independence means free of any business or other relationship that could materially interfere with, or could reasonably be perceived to materially interfere with, the independent exercising of their judgement.

Directors are required to comply with the YWCA Australia Corporate Governance framework, which includes the Conflict of Interest Policy.

TIME COMMITMENT, TERM AND EXPENSES

- Preparation for and attendance at 6 Board meetings per year + 1 Strategy session. 2 meetings are to be held face to face and may be located interstate. Otherwise meetings will be held virtually and are approximately 2-3 hours.
- Participation on a Board established Committee. Preparation for and attendance at Committee meetings are virtual and are generally held quarterly for 2 hours.
- A comprehensive induction will be provided which will require additional time commitment in the first 2-3 months.

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- Attendance at the AGM which may be located regionally.
- Attendance at YWCA events or other events representing YWCA.

The initial term of the appointment will be for 3 years, annual reviews of performance will take place. We anticipate that, in normal circumstances, a commitment of around 8-10 hours per month is required. In most cases, meetings are held within AEST business hours with start times alternating between early (7:30am), mid (lunch time), late (4pm). Travel and one face to face meeting may be required on a weekend.

This is a volunteer position. Directors are strongly encouraged to undertake ongoing professional development. YWCA provides an annual amount of development funding to each Director. Travel expenses will be reimbursed.

[Click here for more information and how to apply](#)