



## Position Description

### Non-Executive Director

### Melbourne - CBD

Women's Health Victoria is a statewide women's health promotion, health support, information and advocacy service. We are a non-government organisation endorsed as a health promotion charity. We work with women, health professionals and policy makers to influence and inform health policy and service delivery for women.

#### ROLE

- This is a voluntary position with expenses reimbursed.
- Women's Health Victoria is seeking women who are interested in joining the Board as independent non-executive Directors.
- Board members are required to serve on at least one Board sub committee.
- Board members can be expected to contribute approximately 4 hours per month including participation in 6 Board/planning meetings per year.
- It is expected that Board members will attend all Board and sub committee meetings in person.

#### Part A: Organisation

##### Women's Health Victoria's Vision, Mission and Values

**Women's Health Victoria's Vision:** Women living well: healthy, empowered, equal

**Women's Health Victoria's Mission:** To improve health, wellbeing and gender equity for Victorian Women through leadership, expertise, and support

**Women's Health Victoria's values:** respect; inclusion; innovation; courage; excellence

**Women's Health Victoria's priority areas:** Cancer, Healthy & Active Living; Mental Health; Prevention of Violence against Women (PVAW), Sexual and Reproductive Health (SRH); Emerging women's health issues

##### Company Overview

- Annual budget: \$3m
- Number of staff: 30+
- Number of Volunteers: 60+
- Some of our services direct include: information and support to women with breast and gynaecological cancer through our Counterpart, 1800 My Options (SRH information and referral), workshops, forums and training on gender equity, a Clearinghouse on women's health, Take a Stand against Domestic Violence Workplace training program, TV Mesh peer-support, and the Labia Library.

The purpose of Women's Health Victoria as defined in the constitution states:

- Within a feminist philosophy provide a statewide women's health information service offered by women for the women of Victoria.
- Through the application of a health promotion framework incorporating the social model of health, prevent illness, disease and injury and promote independence, health & wellbeing using a variety of interventions.
- To identify and respond to the health issues of the women of Victoria and to inform the public, health service providers, policy makers and resource allocators about these issues.
- To be informed by, and encourage the validation of, women's experiences of health and ill-health.
- To promote women's right to control our own bodies in every aspect of health care.
- To empower women and communities through the use of information and educational resources to act on health matters.
- Work to improve women's health and wellbeing through participation, collaboration and partnerships with women, the community, women's services and other organisations.
- To ensure that the service is responsive to the needs of women who experience disadvantage and discrimination.
- To engage in charitable and/or benevolent activities which are consistent with these purposes.
- To engage in any activity which is consistent with these purposes and which concerns women's health and wellbeing.



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#### Part B: Position specifications

##### Role Responsibilities

- **Strategic direction** – setting the strategic direction and positioning the organisation for future growth and maximum impact of the Vision. Participate with management in setting policies, goals, strategies and performance for the organisation to meet both business and community expectations.
- **Performance** – monitor the organisation's performance against its strategies and targets.
- **Compliance** – ensure there are adequate processes in place to comply with legal and accounting requirements.
- **Risk** – ensure the risks to which the organisation is exposed are clearly identified and suitable processes are in place to manage those risks.
- **Accountability to Stakeholders** – Align the collective interests of stakeholders, Board, management and employees.

#### Part C: Person specification

##### Key selection criteria

##### Personal values and competencies

- **Integrity** – Being honest in all things and true to the role and duties entrusted to you.
- **Leadership** – providing a strong and positive exemplar of appropriate decision making, attitude and behaviours on behalf of the organisation.
- **Commitment** to a feminist philosophy
- **Competence** – developing and fostering the maintenance, development and application of appropriate skills, knowledge personal aptitudes and acumen required for a director.
- **Fairness** – behaving fairly and equitably, in the interest of the organisation.
- **Commitment** – dedicating adequate engagement by giving the necessary time, thought care and diligence so that the interest of the organisation is appropriately served.
- **Confidence** – honouring and upholding the confidence that is placed in the Board and its directors, and the confidentiality of the office of a director.
- **Analytical skills demonstrating good judgement and instinct** - need to demonstrate good business instinct and acumen and be able to assimilate and synthesise complex information
- **Enterprise** – guiding the organisation toward fulfilment of its objectives or purpose by setting appropriate strategic direction and appetite for risk, fostering entrepreneurial approaches and assessing whether the organisation's resources and organisational culture are aligned to achieve those objectives or that purpose.

##### Qualifications

Creative women with previous Board experience and preferably formal governance qualifications.  
Desirable: proven fundraising, health policy, legal or finance skills.

##### Other

Women's Health Victoria is a women's only organisation.  
Membership (and member organisation representation) is for women only.  
Equal Opportunity Exemption No. H102/2014



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<b>Structure of the Board</b>
<p><b>The Board has a number of sub groups currently in operation. These are:</b></p> <ol style="list-style-type: none"> <li>1. Governance Task Group;</li> <li>2. Finance &amp; Risk Task Group;</li> <li>3. Policy &amp; Programs Task Group;</li> <li>4. Fundraising &amp; Communications Task Group;</li> <li>5. Other committees as required by the Board</li> </ol>

<b>DECLARATION</b>	
Essential	My position description has been explained in detail and I understand and accept the accountabilities and authority as outlined.
Director	Name: ..... Signature: ..... Date: / /
Women's Health Victoria representative	Name: ..... Signature: ..... Date: / /