



PD0122

## Position Description

### Board Director

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<b>Program:</b>	Health Voyage Ltd
<b>Location:</b>	45-53 Little Street, Coffs Harbour
<b>Award:</b>	Volunteer
<b>Reports to:</b>	Works collaboratively with the Board of Directors led by the Board elected Chairperson
<b>Term:</b>	A Director term is three years, with a maximum of three consecutive terms. Directors are encouraged to commit to the Board for a minimum of two years

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**OUR VISION:** *Healthier people. Stronger communities.*

**OUR MISSION:** *To provide equal access to safe, quality health care services and improve the physical, mental, and social wellbeing of vulnerable individuals in our community.*

**OUR VALUES:** *Ethical Integrity Respect Diversity Compassion*

*Health Voyage is a Circle Back Initiative Employer <https://circlebackinitiative.com/about/> and commits to respond to every applicant.*

#### Health Voyage Ltd

Health Voyage is a local for purpose not for profit company limited by guarantee registered as a charity with the Australian Charities and Not-for-profits Commission (ACNC) As a charity organisation we are strongly guided by our values and work towards a vision of healthier people and stronger communities.

Health Voyage is the Lead Agency for:

- the Coffs Harbour Women's Health Centre
- headspace Coffs Harbour
- headspace Grafton, and
- the Mental Health Nursing Services Program for the North Coast.

We work in partnership with other community organisations and the Local Health Districts and our funders to ensure our services complement and strengthen the public health sector. We provide accessible, cost-efficient and effective health and wellbeing services to prevent or lessen the long-term impact of illness is a vital contribution to the wellbeing of individuals, families and the community.

#### Health Voyage's Charitable purpose:

To provide community-based primary health care services to the people who, by the multiple determinants of health and wellbeing, are the most vulnerable on the North Coast of NSW, in order to prevent or lessen the burden of ill health on individuals, families and communities.

This is achieved through:

- (a) the provision of a women's health service;

- (b) the provision of early intervention services for young people aged 12-25 years who are experiencing, or at risk of experiencing, mental health issues and co-morbidities of drug and alcohol problems;
- (c) responding to identified gaps and unmet needs in primary health care and community services;
- (d) the delivery of health promotion activities to build health literacy and community empowerment;
- (e) partnering with health and community organisations to ensure the organisation complements and strengthens the primary health care system, operates within an efficient health sector and remains relevant to the community and the local, state and commonwealth health priorities;
- (f) delivering evidenced-based and evidence-informed care and contributing to research that builds the evidence to achieve the greatest health and wellbeing outcomes; and
- (g) operating as an accountable organisation with governance structures aligned to a public benevolent institution.

## POSITION SUMMARY

The role of Health Voyage Board Director requires a skilled, passionate and committed individual. Directors work collaboratively with fellow Board Members and Health Voyage Executive Management to ensure Health Voyage fulfills its charitable purpose. Directors are responsible for the strategic direction of Health Voyage, Directors provide overall governance, overseeing both performance and compliance in accordance with Health Voyage's purpose and objectives. This role of the Board of Directors is to govern, direct and monitor Health Voyage's business, affairs and operations across overall organisational performance and compliance

As a Responsible People of Health Voyage under the *Australian Charities and Not-for-profits Commission Act 2012* (Cth), Directors of Health Voyage must:

- act with reasonable care and diligence
- act honestly and fairly in the best interests of Health Voyage and for its charitable purposes
- not misuse their position or information they gain as a Responsible Person
- disclose actual or potential conflicts of interest
- ensure that the financial affairs of the charity are managed responsibly, and

not allow the charity to operate while it is insolvent.

## KEY RESPONSIBILITIES OF HEALTH VOYAGE DIRECTORS

- **Corporate Governance:** Overseeing the design, implementation and periodic review of appropriate and effective policies, processes and codes for Health Voyage,
- **Collaborate** with the board of directors to ensure alignment of mission and vision.
- **Strategic Planning & Direction:** Providing strategic direction to Health Voyage and deciding upon the organisation's strategies and objectives in conjunction with the CEO. Monitoring the strategic direction and the attainment of strategies and objectives in conjunction with the executive;
- **Executive Management** Appointing and, where appropriate, removing the CEO, monitoring other key executive appointments, and CEO remuneration and planning or monitoring executive succession or management capability planning. Appointing and, where appropriate, removing the company secretary
- **Financial Oversight:** Review and approve annual budgets, financial statements, and ensure the organisation's financial health.
- **Risk Management:** Assuring the principal risks faced by Health Voyage are identified and overseeing that appropriate control and monitoring systems are in place to manage the impact of these risks
- **Compliance:** Ensure the organisation complies with all legal, ethical and regulatory requirements including reviewing and approving internal compliance and control systems and codes of conduct.
- **Continuous Improvement:** Evaluate program effectiveness and implement improvements as needed.

- **Meeting Participation and Preparation:** Attend and actively participate in board meetings, committee meetings, and special events. Ensure papers are read prior to the meetings.
- **Succession Planning:** Ensuring sound board succession planning including strategies to assure the board is comprised of individuals who are able to act out the directors' duties and responsibilities
- **Fundraising:** Assist in fundraising efforts, including identifying potential donors, participating in fundraising events, and promoting the organization's mission.
- **Advocacy and Stakeholder Engagement:** Advocate for the organisation's mission and programs within the community and to stakeholders.

### Commitment to organisational improvement

- Support the vision, aims, and objectives of Health Voyage and at all times model the organisation's values
- Be an active, positive, thoughtful and respectful member of the Health Voyage Board of Directors
- Managing and declaring interest in line with Health Voyage Conflict of Interest Policies and procedures.
- Exercising director/office holders duties under the Corporations Act 2001 (Cth.)
- Complying with Australian Charities and Not-for-profits Commission (ACNC) Governance Standards as a Responsible Person of Health Voyage
- Attend training days and strategic planning days as needed.
- Seek opportunities for training and professional development in order to fulfill director duties

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**Reports to:** Works collaboratively with the Board of Directors led by the elected Chair

**Direct Reports:** None

**Indirect Reports:** None

**Internal Relationships:** Health Voyage Directors  
CEO  
Company Secretary  
Executive Leadership Team  
Health Voyage Staff

**External Relationships:**  
Local youth, health and community service providers and staff  
Government departments, ministers and staff  
Private health practices and practitioners  
Other external partners, vendors, providers and key stakeholders.

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## SELECTION CRITERIA

### Essential

1. Previous experience in nonprofit management, or a related field.
2. Knowledge of nonprofit governance and regulatory requirements.
3. Knowledge and experience of women's health and service delivery within a feminist framework and commitment to the advancement of women's health, education and status.
4. Knowledge and experience of young people and the delivery of services within the headspace framework.
5. Strong leadership, strategic thinking, and financial acumen.
6. Excellent communication and interpersonal skills
7. Willingness to commit time and resources to the organisation, including attending regular board meetings.

(headspace Coffs Harbour, headspace Grafton and Coffs Harbour Women's Health Centre are services of Health Voyage Ltd ABN 73738289843)

8. Are not disqualified from managing a corporation, within the meaning of the Corporations Act 2001 (Cth)
9. Have not been disqualified by the Australian Charities and Not-for-profits Commissioner at
10. any time from being a responsible person of a registered charity

#### Expectations:

**Time Commitment:** Approximately 10 hours per month, including preparation for board meetings, board meetings, committee work, and special events.

**Term Length:** A Director term is three years, with a maximum of three consecutive terms. Directors are encouraged to commit to the Board for a minimum of two years

**Training:** Participate in orientation and ongoing training as required.

#### Benefits:

**Impact:** Make a significant impact on the community by improving local services to women, girls, gender diverse and young people.

**Networking:** Build relationships with other professionals and community leaders.

**Development:** Gain experience in nonprofit governance and leadership

### WORKPLACE POLICIES AND PRACTICES

All Health Voyage Directors are required to familiarize themselves with the organisation's code of conduct and policies and procedures and to abide by them at all times.

It is expected that at all times employees, contractors and Board members will:

- Be respectful towards the organisation, staff, clients and the general public.
- Support the Health Voyage vision and objectives and demonstrate the values of Health Voyage.
- Take reasonable care for their own health and safety, and that of others in the workplace.

The position holder must also:

- Maintain a current check for working with young people, as per the relevant state legislation.
- Undergo a current and satisfactory criminal record check.

#### Please note:

**It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position. Successful applicant(s) will be subject to Working with Children Check and Police Check prior to Employment.**

**Health Voyage regards the health, safety and wellbeing of our people, our contractors and our communities to be our highest priority, which is why we require all employees to have received at least two doses of an approved COVID-19 vaccine or have an approved medical contraindication form.**

*Health Voyage is committed to a workplace culture that builds respect, fosters inclusiveness, promotes diversity and embraces the unique skills and qualities of all our workforce and members. Candidates who identify as Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, LGBTIQ+, or have a lived experience of mental health are encouraged to apply for Health Voyage positions.*

**Approved by:**

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Glen James, HV Board (Chairperson) / Tazmyn Jewell, CEO

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**Date approved:**

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Jan 2025

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