



# POSITION DESCRIPTION

## Director

<b>Position:</b>	Director
<b>Department:</b>	Board
<b>Reports To:</b>	Chair
<b>Position Tenure:</b>	Minimum term of 3 years
<b>Date of Review:</b>	September 2022

### Introduction

Kids Under Cover is a not-for-profit organisation leading the way in youth homelessness prevention in Australia. Our life changing program combines stable and secure studio accommodation with education scholarships, preventing youth homelessness and helping young people aged 12-25 thrive.

The Kids Under Cover board is currently seeking suitably qualified and experienced people who have the time and skills to contribute to the governance of our organisation. Board members must be able to demonstrate appropriate skills and expertise in at least one of the following specialist criteria:

- Communications and marketing
- Government relations
- Fundraising
- Innovation/entrepreneurial

To ensure a diverse and talented board, we actively encourage applications from:

- Aboriginal and Torres Strait Islander people;
- People with lived experience of homelessness; and/or
- Young people (25 or younger)

### Role Summary

The Director provides sound governance and effective leadership to the organisation to ensure the organisation has:

- Clear strategic directions and achievable plans in line with its mission and values
- Adequate resources to carry out its work
- An effective policy framework to guide its work, implement its plans and meet its obligations
- Adequate internal controls to ensure sound financial management, risk and legal compliance
- Adequate internal accountability mechanisms to ensure compliance with policies and procedures and to monitor organisational performance

The board is accountable for ensuring the organisation produces results, remains solvent, and complies with all its legal, financial, and ethical obligations.

---

## Key Responsibility Areas (KRAs)

---

- Prepare for and attend bi-monthly board meetings, the Annual General Meeting and other board meetings (where required).
- Actively participate and contribute constructively to the productivity and outcomes of board meetings.
- Declare any personal interest that might conflict with the interests of the organisation or your duty as a member.
- Act in accordance with the Code of Conduct.
- Know the organisation's mission, policies, programs, and needs.
- Serve as an advocate and ambassador for the organisation.
- Be a member of committees or subgroups where required.
- Sign letters or documents on behalf of the organisation as required.
- Exercise delegation of authority and expenditure as determined by the board.
- Ensuring the organisation complies with the objectives, purpose, and values of the organisation, and with its constitution.
- Identifying the strategic priorities for the organisation and approving the organisation plan.
- Approving an annual budget, monitoring financial performance to ensure the solvency and financial health of the organisation.
- Identifying the roles and functions of any sub-committees, office bearers or other board members, and the Chief Executive Officer.
- Ensuring delegations of authority are clearly defined and documented.
- Approving, monitoring and reviewing a control framework of organisational policies and procedures, systems of financial control and reporting, compliance and incident reporting and performance reporting.
- Ensuring that the organisation complies with all relevant laws, regulations, and regulatory requirements.
- Ensuring the organisation meets all its contractual and statutory obligations.
- Managing risk by assessing risks and overseeing a risk management plan or strategy.
- Succession planning for the board and Chief Executive Officer.
- Reviewing and managing the board's own effectiveness in performing its role.
- Identifying and managing conflicts that may arise within the organisation or between the organisation and other agencies.
- Ensuring that organisation assesses its social, ethical, and environmental impact.

---

## Skills & Knowledge

---

**Negotiates Persuasively** – Gain consensus and commitment from others and resolve issues and conflicts.

**Communicates with Influence** – Communicate clearly, actively listen to others and respond with respect.

**Relationship Management** – Collaborates, cultivates and facilitates productive internal and external working relationships to influence outcomes for the benefit of Kids Under Cover.

**Strategic Thinking** – Identifies relationships between issues quickly, synthesises complex information and discerns the key implications for the organisation in the context of organisational priorities.

**Critical Thinking** – Makes decisions and solves problems through research, reflection, analysis and rigorous evaluation.

**Accountability** – Achieve results through efficient use of resources and a commitment to quality outcomes.

**Plan and Prioritise** – Plan to achieve priority outcomes and respond flexibly to changing circumstances.

**Leadership** – Ability to motivate a team and deliver results through leadership.

**Advanced Financial Management** – Understand and apply financial processes to achieve value for money and minimise financial risk.

### Behavioural Competencies

---

- Work together
- Respect others
- Don't judge
- Be understanding
- Find a way
- Be positive
- Be ethical
- Lead by example
- Show dedication
- Advocate for the cause

### Child Safety Standards - Commitment

---

We are committed to the safety, participation and empowerment of all children. As part of your role, you may be working with children and people who are vulnerable. It is your obligation to always ensure their safety and report any concerns you may have, in line with our Child Safe Policy and Child Safe Code of Conduct.

You will be required to provide a Working with Children check prior to commencement and maintain this check for the duration of your employment with Kids Under Cover.

### Authorisation

---

I have read, understood and accepted this position description as the basis of this role.

.....  
Director Signature

.....  
Director Name

.....  
Date

*Kids Under Cover reserves the right to review and amend this document at its discretion.*