



# JABIRU COMMUNITY YOUTH AND CHILDREN'S SERVICES

ROLE DESCRIPTION: MANAGEMENT  
COMMITTEE MEMBER – JABIRU BOARD

AUGUST 2020



## About Jabiru

Jabiru Community Youth and Children's Services Association Inc. (Jabiru) is an incorporated association under the *Associations Incorporation Act 1981*. Jabiru operates school-aged care and family and community services in South-East Queensland, focused on communities surrounding children, young people and their family.

## About the Board

The Board must have a minimum of three (and to seven) elected directors and up to two appointed directors.

As a management committee of an incorporated association, the Board must have a President, Treasurer and Secretary.

The Board has commenced planning to transition Jabiru to a Company Limited by Guarantee, at which time a Board of Directors will be established.

## The role of the Board

The role of the Board is to direct and guide the work and operations of Jabiru, with a view to achieving Jabiru's Constitutional Objectives and supporting Jabiru's Vision and Purpose. The Board has the general control and management of the administration of the affairs, property and funds of Jabiru. Directors are responsible for managing and directing the activities of Jabiru to achieve its purpose and may exercise all the powers of the association, subject to any powers that may be specifically reserved to the Members under the Constitution.

The role of Directors includes leadership, strategy, responsible financial management, monitoring, reporting, compliance and stakeholder engagement. The Board is accountable to, and must report to the Members of the Association, to satisfy the Members that Jabiru is meeting its purpose and is sustainable.

They also have duties under the *Associations Incorporation Act 1981* and the *Australian Charities and Not-for-profits Commission Act 2012*.

## Qualifications and attributes of Board members

Board directors must be committed to the overarching purpose and values of Jabiru.

Directors must have the following personal attributes:

- Exercise the highest standards of ethical behaviour and integrity
- Have a sound understanding of the legal requirements and duties on directors under relevant legislation
- Be able to dedicate appropriate time and priority to the work of the Board
- Have sound interpersonal skills to ensure respectful exchange of views amongst Board members, with executive and staff
- Develop and maintain knowledge of developments in relevant industry and governance practice
- Be able to represent the organisation as required



- Be committed to the safety of children and other vulnerable people in contact with Jabiru's services.

The Board should be comprised of directors who, collectively, have sound capability across the following areas:

- Leadership
- Strategy
- Financial management
- Risk management
- Monitoring, reporting, compliance
- Stakeholder engagement
- Human resource management
- Organisational governance
- Legal
- Marketing
- Not-for-profit and/or relevant sector experience

### **Relevant documents**

- Associations Incorporation Act 1981 and Regulation 1999
- Australian Charities and Not-for-profits Commission Act 2012 and Regulation 2013
- Principles for Child Safe Organisations
- Jabiru Constitution