

MELBA Support Services

Position Description

Non-Executive Director

About the Organisation

Melba makes a difference by empowering people with a disability to live the life they want. For nearly 50 years we have been supporting people to dream big, be happy and do what they choose and value. At Melba we open up a world of opportunities and make things happen for people to live life – proudly, joyously, creatively, adventurously – the way they want.

We are a registered provider of the National Disability Insurance Scheme and after successfully tendering to receive services transferring from the Department of Health and Human Services (DHHS), we now support people across Gippsland, Southern Melbourne and the Central Highlands and Wimmera regions. Today, we support over 1200 people with disability across Victoria in their homes and within the community. We have grown from a small organisation into a large one, but we have kept our focus on human rights. We continue to deliver quality service to the people who choose us as their provider.

Our Vision

A society that values the individuality and rights of all people

Our purpose

To open up a world of opportunities for people to live a fabulous life.

Our Values

- ✓ Human rights
- ✓ Passion
- ✓ Creativity
- ✓ Flexibility
- ✓ Fun

Meetings and time commitment

- The Board meets on the third Tuesday of the month
- Board meetings typically last up to three hours and exemplify a partnership between the Board and Senior Executive in service of Melba's mission, growth strategy and absolute commitment to human rights
- Melba Directors are actively engaged in Melba governance, and between board meetings are involved in at least one Committee of Board.

Role of the Board Director

- Determining, reviewing and maintaining the vision, mission and values in conjunction with management and external advisors.
- Working with the senior management team to ensure that an appropriate strategic direction and goals are in place
- Approving long term strategies through a strategic plan
- Approving short term strategies via an annual plan
- Reviewing and updating the strategic direction and goals at least triennially, in collaboration with the senior management team
- Overseeing the long-term financial sustainability of Melba and associated entities

- Approving annual budgets
- Approving expenditures over pre-specified limits
- Appointing, evaluating performance and (if required) terminating the CEO
- Overseeing risk
- Ensuring the integrity of external financial and non-financial reports
- Supporting effective engagement with stakeholders
- Monitoring any other activities in order to satisfy itself that Melba is being properly managed and fulfilling its mission
- Overseeing merger activities and acquisition of enterprises within the Not-For-Profit (NFP) sector, the nature of this role being determined as required
- Ensuring that Board processes are robust, transparent and sustainable.
- Sitting on at least one Board committee
- An absolute commitment to adhere to the legal obligations of Directors in accordance with the Corporations Act and the Australian Charities and Not-for-profits Commission Act.

Board Director –General Selection Criteria

Board Directors must demonstrate the following attributes and skills:

- Demonstrated alignment with, and commitment to the vision, values and purpose of Melba Support services
- An understanding of the roles, duties and obligations of non-executive directors including fiduciary and legal obligations
- An understanding of disability service business models
- A high and proven level of personal integrity and /or standing in the community
- Proven ability to think strategically
- Demonstrated understanding of risk management practices and strategies
- Excellent personal communication, negotiation and consultation skills
- Ability to work as a member of a team
- Ability and desire to enthusiastically represent Melba Support Services
- Willingness to undergo further development to enhance board skills and support Board succession planning

Experience and Qualifications – Non Executive Director Position

Mandatory

- An undergraduate qualification or equivalent in a relevant discipline
- A minimum of 5 years of work experience
- Completion of the NDIS Quality and Safeguards [online worker training module](#)

Desirable

- Accounting/Finance experience
- Legal qualifications and experience
- Entrepreneurial business skills
- Disability services experience
- Previous Board experience
- Membership of Australian Institute of Company Directors