

Role Description

Title	Non-Executive Director
Status	Initial three-year term
<p>Organisational Context</p> <p>OzHelp is a leading provider of wellbeing programs nationally and specialises in mental health and suicide prevention. OzHelp engages with businesses and workers to:</p> <ul style="list-style-type: none"> • optimise their resilience • increase their willingness and ability to seek support when they need it • increase their willingness and ability to offer supports to others <p>OzHelp does this by delivering ground-breaking, workplace health and wellbeing awareness education and health screening, backed up by real-time supports which are accessible to workers nation-wide regardless of remoteness.</p>	
<p>Key Purpose</p> <p>OzHelp Foundation Limited is a registered charity with the Australian Charities and Not-for-Profit Commission (ACNC) and is governed by the ACNC Governance Standards and those powers which must be exercised in accordance with its Constitution. If there is any inconsistency between the OzHelp Constitution and its Board Charter, the Constitution prevails to the extent of any inconsistency.</p> <p>OzHelp Foundation Ltd is governed by a Board of Directors. The Board is currently comprised of seven (7) directors, one (1) of which is elected by the Foundation Member and six (6) who were appointed by the Board.</p> <p>There are three board positions presently being considered and the Board is engaging in a process to identify three (3) persons who meet the selection criteria and are prepared to be involved in the recruitment and election process.</p> <p>The Board has adopted a Board Charter which reflects the requirements of the Australian Charities and Not-For-Profits Commission, as well as best practice in not-for-profit governance.</p> <p>OzHelp is a registered charity with DGR status and has sound financial position with a diverse funding base.</p>	



Key Accountabilities

An OzHelp Foundation Non-Executive Director is expected to:

- Bring an external perspective to Board matters
- Represent the broad interests of OzHelp
- Assist in promoting and advocating OzHelp's vision
- Generate internal and external goodwill for OzHelp and its objectives
- Question, encourage, monitor, and scrutinise management
- Bring relevant competency, experience, legitimacy, and ethical behaviour to the Board table
- Ensure proper corporate governance process is followed with integrity, including financial reporting and disclosure and compliance with the law and other requirements
- Challenge and contribute to the development of strategy and ultimately approve its adoption
- Approve budgets and major capital expenditure decisions
- Ensure an appropriate risk management framework is in place for the organisation
- Support and participate in OzHelp's events
- Contribute to the work of Board sub-committees
- Assist the Board in appointing, encouraging, assessing and if necessary, replacing the Chief Executive Officer.

Personal Attributes

- Integrity – fulfilling a director's duties and responsibilities, acting ethically, appropriate independence, putting the organisation's interests before personal interests
- Collaborative, curious and courageous – a director must be able to function as an effective team member but also must have the curiosity to ask questions and the courage to persist in robust discussion with management and fellow board members where necessary;
- Emotional intelligence – as well as self-awareness and self-management, a director needs to demonstrate empathy manifested through strong interpersonal skills. A director must work well in a group, listen well, be tactful and diplomatic yet able to communicate a cogent and candid viewpoint
- Commercial judgment and instinct – a director needs to demonstrate good business instinct and acumen and be able to assimilate and synthesise complex information
- An active contributor with genuine interest in the organisation and its business.

Key Relationships

OzHelp Foundation Chair and other OzHelp Directors, Chief Executive Officer, and the Company Secretary

Duration of Appointment

Directors are appointed for an initial three-year term and can be re-appointed for a further two three-year terms. They are able to resign at any time.

Remuneration

This is a voluntary position and Directors are not paid remuneration.

The costs of travel, accommodation, and any out-of-pocket expenses for attendance at meetings are covered by OzHelp.

Selection Criteria

The individual will have:

- A depth of experience and understanding, preferably at Executive or Board level, in one or more of the following areas:
 - Australian political connections with Federal and State governments
 - Mental health and suicide prevention
 - Transport and/or logistics
 - Professional/ Business Development
- A belief in and passion for, OzHelp's vision, mission, and values
- An ability to think strategically and be involved in developing medium to long term strategies
- A developed and robust reputation within the broader community
- A willingness and ability to contribute time and energy to OzHelp's activities
- A preparedness to take on the statutory obligations as described by ACNC and ASIC for company directors
- A resident of Australian Capital Territory, New South Wales, Victoria, or Queensland

Reviewer	Company Secretary
Version	21 October 2020