

Transform Aid International Ltd Board Member Position Description



Title	Transform Aid International Ltd Board Member
Term of Appointment	6 years (with potential further periods as per Constitution)
Outcomes	<ul style="list-style-type: none"> Attend Transform Aid International Ltd Board meetings and provide input into organisational direction from a governance position Serve on one of the Board Committees or task groups according to skillset
Remuneration	Board positions are voluntary; however, expenses are covered by the organisation.
Attendance	<ul style="list-style-type: none"> Attendance is expected at all Board and committee meetings, bi-annual Board/staff retreats and other Board activities. Normally three of the four quarterly Board meetings are convened at Transform Aid International in North Ryde, NSW. One quarterly meeting is convened in another capital city so that the Board can meet with pastors and supporters. Other Board Meetings are held by teleconference when necessary. In the COVID environment all meetings have been conducted virtually via zoom until further notice. The annual general meeting is conducted typically in conjunction with the November quarterly Board meeting each year. Board Committee meetings are held approximately four times a year via zoom.
The Role of the Board	<p>The Board is responsible for the governance of the organisation, including:</p> <ul style="list-style-type: none"> Establishing the ethical standards, vision, mission, core values and mandate for the organisation; Setting the strategic direction for Transform Aid International and its subsidiary Baptist World Aid Australia; Reviewing the performance of the organisation against targets; Appointing the CEO and evaluating performance; Ensuring the development of the executive management team; Approving the annual budget and monitoring against budget; Monitoring business performance and the controls framework; Ensuring major risks are identified and managed; Ensuring systems are in place to enable accurate financial reporting and Ensuring the organisation complies with all aspects of the law; Reviewing and approving Board level policies. <p>All decisions are made collectively by the board and all directors share equal responsibility for decisions.</p>
Essential requirements	<ul style="list-style-type: none"> A personal relationship with Jesus and current membership in a church affiliated with Australian Baptist Ministries. Ability to adhere to the Board's Biblical Principles of Governance (Appendix 1). Note: The Transform Aid International Constitution does allow for a small number of non-Baptist church members to join the Board, based on a need for particular specialist skills and subject to other specific conditions, which can be outlined on request. Commitment to Transform Aid International and Baptist World Aid Australia's vision, mission and values (Appendix 2). Various Board vacancies will be sought to be filled to meet the necessary balance of governance, leadership, specialist, professional and/or pastoral skillsets required for effective functionality. In this specific case, the following key skills and background are sought: <ul style="list-style-type: none"> Experienced Director/Board Chair and/or Board Committee Chair.

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	<ul style="list-style-type: none"> ○ Mix of senior commercial and/or purpose-driven organisational senior leadership experience and capability. ○ Ability and desire to serve as a senior participant on the Board, potentially as a Chair, Vice Chair or Committee Chair. ○ Relevant qualifications and deep experience in best-practice governance. ○ Ability to contribute to the development of sound policies and strategies through constructive questioning and suggestions. ○ Ability to attend meetings, be well prepared and briefed, and fulfil requirements of committee work plans.
Desirable professional competencies	Skills and experience in some of: organisational senior leadership, international community development, financial management, mission, public relations, communications, advocacy, fundraising, legal, risk, compliance, operations. AICD or equivalent qualification preferred.
Personal Competencies	<p>Vision and Inspiration - a role model to the organisation with a unifying, energising and collaborative style.</p> <p>Integrity – able to fulfil duties and responsibilities, act ethically, exercise appropriate independence and put the organisation’s interests before personal interests.</p> <p>Collaborative – able to function as an effective team member, have curiosity to ask questions and courage to persist in robust discussion.</p> <p>Emotional intelligence – as well as self-awareness and self-management and self - evaluation, be able to demonstrate empathy manifested through strong interpersonal skills.</p> <p>Judgement and instinct – able to demonstrate good business instinct and acumen and assimilate and synthesise complex information.</p>
Professional Development	<p>Transform Aid International is committed to good governance practice and supporting directors to be actively and effectively contributing to the board. This includes:</p> <ul style="list-style-type: none"> ● A visit to an overseas partner within the first two years of the appointment, and another visit during the remaining term of appointment. ● Regularly undertaking professional development as part of an individual development plan and review.
Child Safe Organisation	<p>Transform Aid International is a Child Safe organisation and directors are required to read and understand our Child Protection policy, and sign and abide by our Child Safe Code of Conduct.</p> <p>Directors are required to provide authorisation for a National Criminal History check and a Working with Children Check.</p>
<p>Overview of Transform Aid International</p> <p>The Transform Aid International Group, including its subsidiary company Baptist World Aid Australia, is:</p> <ul style="list-style-type: none"> ● The aid and development agency for Australian Baptist Ministries and operates as a company limited by guarantee. Australian Baptist Ministries is the national body of Australian Baptist Churches through which state and territory unions and local churches partner together in national ministries. www.baptist.org.au ● A member of the Australian Council for International Development and a compliant signatory to their Code of Conduct. The Code requires members to meet high standards of corporate governance, public accountability and financial management. www.acfid.asn.au 	

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- Accredited with the Australian Government's Department of Foreign Affairs and Trade. It is eligible to receive funding from the government and must meet strict financial, reporting and project requirements. www.aid.dfat.gov.au
- Part of a number of advocacy coalitions, working together to advocate for people living in poverty in the developing world.
- Member of a number of Australian and International Christian and Baptist denominational bodies, leading and collaborating in best practices to address poverty and vulnerability globally.

Leadership Profiles – see www.baptistworldaid.org.au, in particular Chair and CEO

Board Committees and Task Groups

A responsibility of this role may be to serve on one of Transform Aid International Board committees or Task Groups as required from time to time. The Board currently operates the **Finance and Investment Committee** and the **Nominations and Governance Committee**. Committees undertake the work of the Board but are not an approving body of the Board; making recommendations only. Committees meet between Board meetings and report on their activities to the Board quarterly and/or as required. Task Groups of Board Members and Executive Staff are sometimes formed to work collaboratively on particular initiatives, which may lead to strategic developments in the organization. Discussions with the successful candidate will be held to determine a potential Committee or Task Group to best utilize their skillset taking into accounts the needs of the Board at the time of appointment.