

POSITION DESCRIPTION
BOARD DIRECTOR (FUNDRAISING)



PREVENTION
UNITED

Joining forces to prevent mental health conditions

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ABOUT PREVENTION UNITED

Established in 2017, Prevention United is a registered health promotion charity and company limited by guarantee, with a focus on promoting mental wellbeing and preventing mental health conditions.

We believe that mental health conditions are not inevitable, and they can be prevented through efforts to address the underlying risk and protective factors associated with these conditions.

We take an evidence-informed, public-health driven approach that focuses on:

- Raising awareness about the possibility and importance of promoting good mental health and preventing mental ill-health among all Australians, and how this can be achieved.
- Advocating for greater government investment in prevention, and for social policies that help to create more mentally healthy communities.
- Creating and offering information resources, and wellbeing and prevention programs that keep people well and reduce their risk of experiencing a mental health condition.
- Building the capacity of educators, workplaces, local councils and others who want to increase their focus on mental health promotion, through training and consulting services.

ABOUT THE BOARD OF DIRECTORS

Directors are legally responsible for managing the affairs of Prevention United. The Company's Constitution requires a minimum of three members but does not set a maximum number. The current Board includes five Directors, including the three founding Directors and two others.

Directors are appointed in a voluntary capacity for a three-year term, with the option of renewal. Meetings of the Board of Directors currently occurs every two months.

SCOPE OF THE POSITION

Accountable to Prevention United Members, Directors have an obligation to manage the affairs of the Company in line with its Constitution, its legislative and regulatory obligations, and the standards of good governance outlined by the Australian Charities and Not-for-Profits Commission (ACNC). Directors also have a critical role in assisting the organisation to fulfil its vision and mission by contributing to strategic planning and maintaining oversight of operational activities.

The Board is seeking to appoint a new Director who has qualifications and/or experience in Fundraising. The Director will work with the other Directors and the Company's staff to raise the profile of the organisation among the public and philanthropists, and provide high-level strategic advice and support with its Fundraising Strategy.

THIS ROLE IS SUCCESSFUL WHEN...

- The Company has a clearly articulated Fundraising Strategy.
- The Company is known and respected among donors and supporters for its cause and its activities.
- The Company has an engaged community of donors and supporters that regularly contribute financial and in-kind support to advance the work of the organisation.

ACCOUNTABILITIES

Leadership

- In partnership with the other Directors, appoint and manage the performance of the Chief Executive Officer/Executive Director
- Model and promote the values of the organisation.
- Promote the organisation in the community as opportunities arise.

Good Governance

- Act with reasonable care, skill, and diligence.
- Act honestly and fairly in the best interests of the Company and for its charitable purposes.
- Do not misuse your position or any information gained as a Director.
- Disclose and manage conflicts of interest.
- Attend and actively participate in a minimum of 75% of Board meetings that are held during the year and attend the Annual General Meeting (AGM).

Fundraising

- Advise and support staff to develop and implement a Fundraising Strategy for the organisation.
- Assist the Company to build and manage positive and enduring relationships with the philanthropic community.
- Advise and support staff to source and secure public donations, philanthropic grants and corporate and sponsorships.

Planning and Strategy

- Keep up to date with issues, trends and opportunities that affect the Company.
- In collaboration with the other Directors and Staff develop and approve an Annual Operational Plan for the Company.

Financial oversight

- In collaboration with the other Directors and Staff develop and approve an Annual Budget for the Company.
- In partnership with the other Directors and Staff, monitor the financial viability of the Company.

Risk management

- In partnership with the other Directors and Staff, ensure that risk management strategies are in place, adhered to and monitored.

ROLE REQUIREMENTS

- Commitment to the values, mission, and vision of Prevention United.
- A track record of success in the area of Fundraising for not-for-profit organisations.
- Strong connections with members of the Philanthropy sector in Australia.

- Able to work as a team player and work effectively with others.
- Be strategic, think laterally, be creative and grow the Company.
- Understand the legal duties and responsibilities of a Company Director as set out in the Corporations Act.
- Experience in Marketing, Branding and Communication strategies is desirable.
- Experience in mental health is desirable.

INTERNAL AND EXTERNAL RELATIONSHIPS

- Prevention United Chair and other Directors
- Board subcommittees and advisory committees
- Staff and volunteers

AUTHORISED

Chair, Prevention United