



POSITION DESCRIPTION

Title	Flat Out Board Member
Employment Type	Volunteer Position – One Board meeting (evening) per month, plus additional sub-committee meetings or engagement as required
Location	Naarm/Melbourne (option to attend Board meeting remotely)
Reports To	Flat Out Board
Exemption	Equal Opportunity Act 2010 – Human Rights List – Exemption - to employ Women Only (No: H154/2017) – Members of the trans and gender diverse community welcome to apply

About Flat Out Inc

Established in 1988, Flat Out is an independent, not for profit, state-wide advocacy and support service for women 18+ (and their children) who have had contact with the criminal justice and/or prison system in Victoria. Flat Out receives government funding through the Department of Health and Human Services in Victoria, the Department of Human Services (Cth) via the North Western Melbourne Primary Health Network (NWMPHN), and a range of grants and philanthropic bodies to provide high quality, innovative and effective services, and advocacy. We are committed to providing support at the highest professional standard, and within a holistic client-focused, proactive, feminist, decarcerationist and advocacy framework.

Flat Out leads and participates in research and community education, seeking to inform the community and other service providers about the issues that occur for women in the prison system, about women's rights to live free from trauma, injustice and violence; and the issues that occur for women in the criminal justice system. Flat Out advocates for women who have experienced incarceration and works towards improving the rights and conditions of women in prison and preventing women from going to prison and keeping them out of prison once they are released. Flat Out works with women who have experienced homelessness, family violence, mental health, and alcohol and other drug use.

Flat Out also recognise and acknowledge the extreme injustices experienced by Aboriginal and Torres Strait Islander peoples and the deeply harmful impacts of colonisation, including in the unacceptable over-representation of First Nations peoples in the criminal-legal system.

Through community involvement and education, advocacy and research, Flat Out works towards having a strong voice in the prison abolition movement in Australia, in the hope that eventually prisons will not be viewed as a legitimate arm of the justice system, but will be viewed as an antiquated, cruel and ultimately ineffective institution.

Vision

- Women are not imprisoned

Primary Task

- To support women 18+ who are exiting prison or who are at risk of being imprisoned by providing access and referrals to appropriate and affordable transitional, supported, private, public or community housing
- To provide and link women to appropriate support, education, and information to re-establish them in the community post-release



- To work with women to prevent their re-incarceration

Flat Out Board – Overview

The Flat Out Board (FOB) embraces fairness and equality through the essential roles of governance and leadership that are underpinned by a comprehensive set of policies, procedures, and delegated authority.

Principles of the Flat Out Board include:

- Open and positive communication with individuals and sub-groups within the organisation
- To act within the boundaries of FOB decisions and Flat Out's Policies and Procedures
- Respect the rights of and valuable contribution of each FOB member
- Work co-operatively as part of a team, sharing information and consulting each other
- Be accountable to each other, the FOB, and women we support
- Respect staff's professional autonomy and allocated areas of expertise

Flat Out Board (FOB) meetings are scheduled on the **fourth Tuesday** of every month (except January & public holidays). Catering is provided from **6:00pm**, with the meeting starting at **6.30pm** and finishing no later than **9.30pm** (approximately). Meetings are Chaired by the FOB Chair and secretariat support is provided by an administration staff member in Flat Out. Attendance and participation in task-specific subcommittees may also be required.

Flat Out Board – Responsibilities

The Flat Out Board (FOB) is responsible for the overall governance of the organisation, including:

- Ensuring that the legal and financial requirements of the organisation are met
- Ensuring a robust risk management system is in place to manage and mitigate risk
- Setting the overall strategic direction of the organisation
- Holding accountability for the organisational activities and decisions
- Ensuring that employment conditions comply with relevant legislation and awards
- Participate in FOB sub-groups

Requirements for Membership of the Flat Out Board

- Being, or identifying as female (applicants from trans and gender diverse community welcome)
- Providing an Expression of Interest for consideration by the FOB
- Having a commitment to a feminist philosophy and the process of collective decision making
- Be willing to accept the Constitution of the FOB
- Being nominated at the Annual General Meeting or be invited onto the FOB (for confirmation at the AGM where this occurs at another point in the year)
- To attend meetings as per the Flat Out Constitution: 11.1 (b) - Management Collective Representatives are required to attend at least four Board meetings each financial year
- To accept and participate in the core responsibility of the FOB – to govern the organisation
- To be prepared to undertake governance training as identified and required
- To nominate to, and participate on, task-specific sub-committees where relevant



Qualifications, Requirements and Entitlements

Qualifications

- Previous governance experience would be an advantage
- Applicants with lived experience of the criminal legal system and Aboriginal and/or Torres Strait Islander peoples strongly encouraged to apply

Requirements

- Be aware of legal, financial, employment, planning and evaluation responsibilities of Flat Out and its' risk management systems
- Familiarise themselves with relevant documentation, including Constitution, Policies and Procedure Manual and Organisational Service Agreements
- Sign the Flat Out Code of Professional Conduct upon acceptance, including declaring any conflicts of interest
- Attend at least four FOB meetings each year
- Comment on and contribute to decisions by the FOB and participate in the activities and duties of the FOB
- Comment on and contribute to all agency policies as they are developed, reviewed and/or updated
- Work cooperatively with other FOB members and staff
- Take part in induction, training, planning and evaluation
- Give a minimum of one month's notice in the event of resignation

Entitlements

- To gain satisfaction from their involvement with Flat Out
- To be supported and respected by staff and other FOB members
- Have clearly defined responsibilities
- Receive adequate and clear information pertaining to their role and initial induction and on-going training relevant to their role and be reimbursed for any out of pocket expenses including childcare and travel for FOB meetings