

## Board Member Position Description

### Introduction

LiverWELL (previously Hepatitis Victoria) is a company limited by guarantee (ACN 634 668 205) and a registered charity with the Australian Charities and Not-for-profits Commission. In operation since 1982, our activities span advocacy, awareness raising, health promotion, community engagement, workforce training, and systems strengthening.

LiverWELL's vision is better liver health for Australians, and we are working to eliminate viral hepatitis by 2030.

### Our values

- *Respect – We respect all people affected by liver disease, promoting dignity and challenging stigma and discrimination.*
- *Inclusion – We seek to understand and value the diverse circumstances and cultures of the people and communities with whom we work.*
- *Collaboration – We work in partnership with those affected by liver disease, and with others who share our values and aim.*
- *Impact – We strive for maximum impact, building on evidence, being innovative, and driving change to achieve better liver health.*

### Purpose

This sets out the competencies, qualifications, knowledge, experience and commitment required and expected by members of the Board of Directors of LiverWELL. Board positions are voluntary and non-remunerated.

### Key Responsibilities of members of the LiverWELL Board of Directors

LiverWELL operates as a governance board requiring a variety of competencies and skills. Each member of the Board of Directors is responsible for governing the organisation in accordance with the LiverWELL Constitution, relevant legislation and any other duties that arise from time to time.

- Board members should act with reasonable care and diligence and in the best interests of LiverWELL;
- The Board is responsible for the ongoing financial viability of LiverWELL and must ensure that sufficient funds are available for LiverWELL to meet its liabilities; and
- Board members are responsible for contributing to the collective decision making of the Board, and active participation of all Board members is expected.

Specific Board member responsibilities include:

- Understanding the business of the organisation and being aware of key developments that may impact it;
- Setting the strategic vision and objectives for LiverWELL;
- Governing and overseeing LiverWELL's operations and performance against strategic objectives;
- Preparing for, attending, and participating in Board meetings and Board Committee meetings;
- Providing sound, evidenced based advice and independent judgment to inform robust, well considered Board decisions;
- Attending the Annual General Meeting;
- Providing active support to LiverWELL such as attending functions or events as a representative of LiverWELL;
- Using personal and professional networks to further LiverWELL's goals and objectives; and
- Agreeing objectives for the CEO and overseeing progress towards meeting agreed objectives.

## Skills and experience

The Board of LiverWELL requires a diverse mix of Board members who collectively contribute knowledge and experience in the following areas:

- Board governance and experience
- NFP governance
- Future focused strategic thinking
- Risk Management
- Financial and accounting
- Legal and compliance
- Organisational strategy and development
- Stakeholder engagement
- Fundraising skills with philanthropic, corporate, and major donor networks
- PR, media and marketing profile and networks

## Personal Qualities

All Board members are expected to demonstrate the following personal qualities:

- Genuine interest in LiverWELL and commitment to its vision and values;
- Integrity – committed to fulfilling Director's duties and responsibilities, putting LiverWELL's interests before personal interests and acting ethically;
- Curiosity and courage – demonstrates curiosity and the courage to voice alternative views where necessary;
- Interpersonal skills – works well in a group dynamic, uses objective, critical thinking to probe and challenge constructively, respectful of diverse perspectives and able to communicate frankly;
- Instinct – good business instincts and acumen, ability to get to the crux of the issue quickly;
- An active and constructive contributor
- Takes accountability and keeps commitments.

## Time Commitment

Board members must be able to commit the necessary time to undertake their Board roles and responsibilities, including:

- Attendance and active participation at Board meetings and the AGM (a minimum of 6 Board meetings annually plus the AGM)

Board meetings are held every 6 weeks, a mix of virtual and face to face

- Willingness to actively serve on at least one Committee, Task Group or Working Group;
- Participation in strategy days; and
- Support of LiverWELL events and activities.

## Term of Office

As per the LiverWELL Constitution, Board members are elected for a three-year term and may be re-elected for three further terms of three years, with a maximum tenure of 9 years without a break of at least 3 years before being eligible for reappointment.

## References

<https://www.acnc.gov.au/tools/topic-guides/governance-standards>