



Disability
Justice
Australia Inc.

Board Member Position Description

Lived experience as a person with disability

Position Title	Board member
Essential Organisation & Office Location	Must be a person with disability aged over 18 Disability Justice Australia Inc Unit 2, 28A Albert Street Preston Vic ... 3072
Frequency of Meetings determined by the Board*	Online MS Teams, 3 rd Thursday of the month, 5.30-7.00pm but face to face meetings at a venue may be scheduled from time to time.

*Meeting days and times are subject to change by decision of the Board

1. About Disability Justice Australia Inc

- 1.1 Disability Justice Australia Inc (DJA) is a Not for Profit national organisation registered with ASIC under Commonwealth Corporations Law. It reports annually to the Australian Charities Not for Profit Commission (ACNC).
- 1.2 We are based in Melbourne but intend to expand our services into all states and territories with the development of a number of Social Enterprises.
- 1.3 Our membership from five states in Australia is comprised of Full, Individual and Associate members.
- 1.4 Our vision is to be the leading provider of advocacy and support services for people with disabilities.
- 1.5 Our Values are to promote, empower, enhance, and protect the human rights of people with disabilities by:
 - (a) Supporting their full and effective participation and inclusion in society.
 - (b) Respecting their intrinsic dignity.
 - (c) Recognising their right to equality of opportunity.
 - (d) Showing respect for individual differences regardless of disability, age, gender, culture, heritage, language, faith, sexual identity and relationship status.
 - (e) Respecting their right to independence and to make their own choices

- (f) Having preventative measures in place to ensure they are free from discrimination, exploitation, abuse, harm, neglect and violence.
- (g) Making our services and our built environment accessible;
- (h) Providing advocacy and support services that are based on the minimal restrictive options and are contemporary, evidence-based, transparent, and capable of review;
- (i) Recognising the role of families, friends and carers in safeguarding and upholding their rights; and by
- (j) Working in collaboration and/or in partnership with other organisations and community members to support individuals to connect to family, friends, and their chosen communities

1.6 At the service level, DJA employees and volunteers provide support to people with ongoing needs associated with disability. Our service is a mobile outreach one; that is we travel to meet our clients, they rarely ever come to our office. We specialise in legal advocacy.

1.7 Our services to people with disability are funded by the Commonwealth Government Department of Social Services (DSS) to provide disability advocacy and NDIS Appeals for Participants.

Please refer to the website at <https://dja.org.au/> for more information

2. Board Composition

2.1 The Board consists of at least 12 and no more than 16 members with disability as follows:

- President;
- Vice President;
- Secretary;
- Treasurer; and
- Eight to twelve others with disability.

2.2 The Board may appoint four additional individuals who do not have disability to meet any need identified by the Board.

3. Role of the Board

3.1 The Board's role is to manage the business of DJA and provide good governance in accordance with the relevant legislation in force at the time, our constitution, the Australian Charities and Not-for-profits Commission (ACNC))See <https://www.acnc.gov.au/for-public>) the Australian Securities and Investments Commission (ASIC) and the requirements of funding agreements.

3.2 The Board focuses on strategic directions and policy matters, not on day-to-day administration and operational matters.

3.3 The Board's role includes developing, reviewing and approving policies relating to DJA's:

- Strategic Plan

- Governance
- Financial Management
- Compliance with statutory authorities such as the ACNC, ASIC and the ATO
- Compliance with relevant local, state and federal legislation, regulations and guidelines
- The DJA Constitution; and
- Funding obligations to the Federal Government and other grant organisations.

3.4 The Board recruits and appoints the Chief Executive Officer (CEO) to manage the day-to-day operation of DJA, recruit and supervise its employees and volunteers, implement the Strategic Plan, policies and procedures and ensure outstanding service delivery to people with disability.

3.5 The Board may also remove staff in accordance with relevant employment legislation but has not used this power.

3.6 The Board works in close partnership with the CEO and provides appropriate support and resources to enable the CEO to carry out his/her/their responsibilities.

4. Support for Board Members

4.1 DJA provides reasonable adjustments for Board members to carry out their duties and responsibilities.

4.2 We employ workers from attendant care agencies to provide support to Board members at meetings if required.

4.3 Board members also have their travel expenses to and from Board meetings and other official functions paid for by DJA when they are carrying out Board business.

4.4 Board members also have their meal and professional development expenses paid by DJA.

5. Duties of a Board member

5.1 Board members are legally responsible for the governance of DJA and are in a similar legal position to "Directors" of a company.

They must

- Have or obtain a Directors ID from ASIC at <https://asic.gov.au/for-business/running-a-company/company-officeholder-duties/director-identification-number/>
- act with reasonable care and diligence
- abide by the Code of Ethics
- act in good faith in the best interests of DJA and its members
- act for a proper purpose
- avoid conflicts of interest

- put in place risk management policies and procedures to protect DJA
- ensure DJA can pay all of its debts on time
- not use their position or the information gained in the role for their personal advantage
- sit on Board-Subcommittees taking advantage of their interests, relevant knowledge, skills, experience, and time availability

5.2 They are expected to attend all Board meetings either in person or by the use of technology that allows that Board member and the Board members present at the meeting to clearly and simultaneously communicate with each other.

6. Key Selection Criteria

1. Previous experience in two or more of the following:
 - Governance (desirable)
 - Strategic Planning (desirable)
 - Financial Management (desirable)
 - Operational Management / HR
 - Policy writing and development
 - Legal
 - Advocacy
 - Communications and Marketing
 - Business Development
2. Knowledge of the issues affecting people with disability and their families
3. An understanding of the National Disability Insurance Scheme (NDIS)
4. Respect for the different contribution of individuals
5. Demonstrated collaborative team work skills in building consensus
6. Commitment to ongoing professional development
7. Strong networks within the disability community
8. Understanding/experience of diversity and inclusion
9. Familiarity with financial statements/reports
10. Attention to detail and good time management skills; and
11. Commitment to a process of organisational continuous improvement.

7. Essential Requirements

- Lived experience as a person over 18 with disability
- Satisfactory Referee, Police Record and Working with Children Checks
- An approved application for membership of DJA.
- An ASIC Directors ID Number or a successful application for one

Disability Justice Australia Inc Organisational Chart

