

## Position Description

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<b>Position</b>	Board Member – Council On The Ageing Victoria Board
<b>Tenure</b>	As determined by the Board
<b>Date Prepared</b>	7 August 2025
<b>Remuneration</b>	N/A (Voluntary)
<b>Reports To</b>	Board of Directors

### ORGANISATIONAL OVERVIEW:

Council on the Ageing (COTA Victoria) is the leading not-for-profit organisation representing the interests and rights of people aged over 50 in Victoria. For nearly 70 years in Victoria, we have led government, corporate and community thinking about the positive aspects of ageing.

COTA Victoria's strategic and operational focus is on promoting older age as a time of opportunities for personal growth, contribution and self-expression. We believe there are obvious National, State, community, family and individual benefits from this approach.

COTA Victoria has an experienced Board; highly qualified, permanent staff located in a central Melbourne office location; and a broad state membership and volunteer base.

**Vision:** *Ageing in Australia is a time of possibility, opportunity and influence*

**Purpose:** *COTA advances the rights, interests and futures of Australians as we age*

**Values:** *Respect, Diversity, Collaboration and Integrity*

**Strategic Priorities:** *For older Victorians, COTA promotes opportunities and protects rights.*

- **Influence** - We are Thought Leaders, and we influence government, business and community
- **Sustainability** - We are a dynamic and sustainable organisation
- **Partnership** - We seek opportunities to be a trusted ethical partner to deliver inclusive and positive outcomes for older people
- **Empowerment** - We enable older people to be empowered to be their own advocates and build respect in their communities

### PURPOSE

The purposes for which COTA Victoria is established are:

- advocate on behalf of the needs, rights and interests of older people, giving priority to those suffering injustice, discrimination, disadvantage or disability;
- directly provide to older people and their carers, services, facilities and programs which contribute to their well-being;
- promote and directly undertake research studies into matters relating to the concerns of older people;
- promote policies, practices and services that advance wellbeing and justice for older people, and redress injustice and disadvantage;
- promote the positive contribution of older people to their own well-being and a more caring and just community;
- facilitate collaboration within and between older people's organisations, aged service agencies,

government, the private sector and community groups in working towards well-being and social justice for older people;

- contribute to positive community understanding of ageing, and to enable all sectors of the community to plan for positive ageing through education, advice and activity programmes;
- develop links with and assist other organisations working to achieve similar objectives to those of the Council; and
- participate as an active member of the Council on the Ageing movement throughout Australia.

#### **POSITION OBJECTIVE:**

The Board is responsible for the overall governance of COTA Victoria and its strategic direction. This includes setting goals, monitoring performance, ensuring COTA Victoria's internal control and reporting procedures are appropriate, effective and ethical and that COTA Victoria's strategic direction and operations provides value for its members. In addition to fulfilling its obligations to members, the Board has responsibilities to COTA Victoria's employees and other stakeholders (such as volunteers, funders and the Victorian community generally).

#### **RESPONSIBILITIES:**

##### **1. Governance and Compliance**

- a. Ensure the organisation meets all regulatory, legal, and accreditation requirements (e.g. ACNC obligations, Federation of Community Legal Centre).
- b. Oversee compliance with work health and safety, privacy, and safeguarding legislation.
- c. Maintain strong risk management and internal controls for members, staff, and the organisation.

##### **2. Strategic direction**

- a. Set and regularly review the organisation's strategy, ensuring alignment with its purpose, values, and community expectations.
- b. Make decisions that balance care quality, financial sustainability, and long-term impact.

##### **3. Financial oversight**

- a. Approve and monitor budgets, financial reports, and investment decisions.
- b. Ensure the organisation remains financially viable, especially under funding pressures and regulatory reform.

##### **4. CEO and Executive Oversight**

- a. Appoint, support, and evaluate the Chief Executive Officer (CEO).
- b. Set clear performance expectations and provide regular feedback.
- c. Ensure the CEO and executive team have the right capabilities, leadership and direction to deliver on strategic goals.

##### **5. Culture and Organisational Integrity**

- a. Foster a culture of accountability, transparency and respect.
- b. Ensure the board itself models ethical leadership and good governance.

#### **KEY SELECTION CRITERIA**

- Skill areas that have been identified as being prioritized in this recruitment include:
  - Experience and expertise regarding financial oversight of an organisation
  - Experience and expertise regarding policy development and systemic advocacy
  - Experience and expertise regarding membership development
  - Experience and expertise regarding development of corporate partnerships
  - Experience and expertise regarding the provision of legal services

## **ELIGIBILITY**

You must not act as a director or secretary (or manage a company) without court consent if you:

- are an undischarged bankrupt;
- are subject to a personal insolvency agreement or an arrangement under the *1966* (Bankruptcy Act) that has not been fully complied with;
- have been convicted of various offences such as fraud or offences under company law, such as a breach of your duties as a director or insolvent trading. If you have been convicted of one of these offences you must not manage a company within five years of your conviction. If imprisoned for one of these offences, you must not manage a company within five years after your release from prison;
- If you become bankrupt, enter into a personal insolvency agreement or are convicted of a relevant offence at a time when you're a director or secretary then you automatically lose that office.
- If you become disqualified by the Australian Charities and Not-for-profits Commissioner at any time from being a responsible person of a registered charity.
- Directors must also be 18 years or older.

## **OTHER REQUIREMENTS**

- Commitment to the time required for the role, including attending all required meeting and engagements. This includes, but is not limited to, 6 Board meetings annually.
- Be / become a member of Council On the Ageing Victoria.
- Participate in at least one committee / working group of the organisation.
- Sign up to the Code of Conduct and other policies and procedures.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- The statement of accountabilities for this position is outlined within the organisation's Delegation of Authority.