



Disability
Justice
Australia Inc.

Casual Vacancy Board Member Position Description

Lived experience as a person with disability

Position Title	Board member
Essential	Must be a person with disability aged over 18 (Full Member)
Organisation & Office Location	Disability Justice Australia Inc Unit 2, 28A Albert Street Preston Vic ... 3072
Frequency of Meetings determined by the Board*	In person for Melbourne based members or by online video for rural, regional, and interstate Board members.

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

1. About Disability Justice Australia Inc

- 1.1 Disability Justice Australia Inc. (DJA) is a Not-for-Profit national organisation and Registrable Australian Body (ARBN: 629-441-078) under the Corporations Act (2001). We report annually to the Australian Charities Not for Profit Commission (ACNC) and our main funder the Commonwealth Government Department of Health, Disability and Ageing (DHDA).
- 1.2 We are based in Melbourne but have a Strategic Plan under development to expand our services into all states and territories including the establishment of Social Enterprises.
- 1.3 Our membership of 300+ is drawn from all states and territories in Australia and is comprised of Full, Individual and Associate members. See <https://dja.org.au/membership/> for more details.

2021 Constitution <https://dja.org.au/membership/our-constitution/>

- 1.4 **Our Vision** is to be the leading provider of advocacy and support services for people with disabilities.
- 1.5 **Our Mission** is enriching the lives of people with disabilities through innovative and person-centred solutions.

1.6 Our Objectives are

- (a) To provide a range of services that are responsive to the needs of people with disabilities and their families
- (b) To promote and protect the human rights of people with disabilities. and
- (c) To provide advocacy and support services to facilitate and support the achievement of the above objectives.

1.7 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

Services

1.6 At the operational service level, DJA employees and volunteers provide support to people with ongoing needs associated with disability. Our service is a mobile outreach one; we travel to meet our clients, they rarely ever come to our office except to drop off relevant documents by appointment. We specialise in legal advocacy. (See <https://dja.org.au/dja-home-page/legal-advocacy/>)

1.7 Our services to people with disability are funded by the Commonwealth Government Department of Health, Disability and Ageing (DHDA) to provide Individual and Legal disability advocacy, and NDIS Appeals advocacy around applications for external review to the Administrative Review Tribunal (ART), for Participants who did not receive a satisfactory outcome from the Internal Review process.

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

2. Governance

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

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

Board Members with disabilities are either elected at the Annual General Meeting (AGM) or selected from among candidates applying to fill any Casual Vacancies that might occur between AGMs.

- 2.2 The Board may also appoint four additional Individual Members who are parents, carers or guardians of people with disabilities who cannot be members in their own right. E.g., children under 18 or adults who lack capacity to be a Full member of DJA. These four Individual members are chosen 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, other applicable laws and any requirements of funding agreements.

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

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

- a) Strategic Plan
- b) Governance
- c) Financial Management
- d) Compliance with statutory authorities such as the ACNC, ASIC and the ATO
- e) Compliance with relevant local, state and federal legislation, regulations and guidelines
- f) The DJA Constitution; and
- g) Funding obligations to the Federal Government and other grant organisations.

- 3.3 The Board 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 advocacy service delivery to people with disabilities.

- 3.4 The Board may also remove staff including the CEO in accordance with relevant employment legislation.

- 3.5 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 meeting meal and professional development expenses reimbursed or paid by DJA.

5. Duties of Board members

- 5.1 Board members are legally responsible for the governance of DJA and are in a similar legal position to "Directors" of a company.
 - a) They must complete and submit a Self-Nomination and Declaration for Appointment as a Casual Vacancy to the Board of DJA
 - b) Once appointed to the Board each member will complete a formal Induction process with the CEO based on a Board Casual Vacancy Checklist before attending their first meeting.
 - c) They are expected to attend Board meetings either in person or by using technology that allows that Board member and the others present at the meeting to clearly and simultaneously communicate with each other.

6. Key Selection Criteria

- (a) Previous experience in Governance or as a member of a Committee of Management
- (b) Knowledge of the issues affecting people with disability and their families
- (c) An understanding of the National Disability Insurance Scheme (NDIS)
- (d) Respect for the different contribution of individuals
- (e) Demonstrated collaborative teamwork skills in reaching consensus
- (f) Commitment to ongoing professional development
- (g) Strong networks within the disability community
- (h) Understanding/experience of diversity and inclusion
- (i) Familiarity with financial statements/reports
- (j) Attention to detail and good time management skills; and a
- (k) Commitment to a process of continuous improvement.

7. Specific Skills, knowledge and/or experience in at least two of the following priorities identified by the Board for appointment to fill a Casual Vacancy.

- Legal training
- The Victorian OHS Act 2004
- Marketing, promotion and public relations

- The Victorian Children, Youth & Families Act 2005
- Media Training
- Business Development
- Grant writing
- Intellectual property and copyright
- Strategic Planning
- Targeted Strategic Relationships e.g. mergers, partnerships, MOU's, acquisitions
- Disability social enterprises
- Fundraising

Essential Requirements

- Lived experience as a person with disability over 18 years old.
- Satisfactory Referee, Police Record and Working with Children Checks
- An approved application for Full membership of DJA.
- A Working with Children Check, and a
- Directors' ID issued by the Australian Business Registry Services (ABRS); the costs of all of the above are reimbursed by DJA.

Disability Justice Australia Inc Organisational Chart

