

## POSITION DESCRIPTION: ORDINARY BOARD MEMBER

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Climate Action Network Australia (CANA) is a volunteer-based Board that is values-aligned, diverse and skilled.

CANA strives to have a Board with experience and sound governance skills; and illustrates the cultural, age, gender, linguistic and geographical diversity of the Australian climate movement. It is expected that successful candidates are able to dedicate at least one day a month for meetings and out-of-session work. Board members may be based anywhere in Australia.

CANA is seeking suitably qualified Board members, and is specifically interested in individuals with competencies and experience in climate action and climate justice.

Climate Action Network Australia (CANA) is made up of over 150 civil society organisations working together to protect people from climate change and its impacts, to safeguard our natural environment, and to build a fairer and healthier Australia for everyone.

As a central part of the Australian climate movement, CANA provides the coordination for network members to build relationships, collaborate on strategy and campaigns, and develop and share resources and capacity to build a stronger, more effective social movement advocating for action on climate change

### ROLES AND RESPONSIBILITIES

- Actively participate in strategic planning and evaluate strategic opportunities aligned with the current strategic plan as they arise.
- Appoint and oversee the CEO.
- Monitor the organisation's performance, with a focus on risk.
- Approve annual budget, business plan, audit reports, and material business decisions.
- Be informed about and ensure that CANA meets all legal and fiduciary responsibilities.
- Actively promote and represent CANA to potential donors and/or members.
- Regularly attend Board meetings and important related meetings and activities.
- Serve on at least one Board Committee.
- Stay informed about Board and Committee matters, prepare for meetings, and review and comment on minutes and reports.
- Build a collegial working relationship that contributes to robust consensus building.

## QUALITIES AND SKILLS REQUIRED

- Demonstrated interest or understanding in the roles and responsibilities of a Board;
- Strong communication, interpersonal and people skills;
- Critical thinking skills;
- Financial literacy;
- Tact and diplomacy;
- Personal commitment to diversity, equity and inclusion;
- Currently possess or are eligible to obtain a valid [Director Identification Number](#).

## ADDITIONAL DESIRABLE ATTRIBUTES

- An understanding of membership-based organisations;
- Familiarity with climate change issues;
- History of working on climate change issues in Australia in either a civil society, business or government capacity, and a strong existing network of relationships;
- Previous governance experience on boards and/or completion of equivalent qualifications to the AICD's Company Directors course.

## TIME COMMITMENT

CANA Board meetings are conducted virtually at least four times a year with corresponding sub-committee meetings. In-person strategy meetings are held at least once a year a year. The role of a Board member requires a minimum commitment of 8 hrs/month.

The appointment is for a two-year term and Board Members may be eligible for re-appointment for an additional three terms. Service on CANA's board is without remuneration, except for travel and accommodation where required.

Board members may be based anywhere in Australia.