

Carers Australia Independent Board Director Position Description

About Carers Australia

Carers Australia is the national peak body representing Australia's unpaid carers, advocating on their behalf to influence policies and services at a national level.

Our purpose is to enrich the lives of carers through the creation of carer-led national policy, which shapes social change and a strong carer economy.

About the role

We are seeking an Independent Board Director to join the Board of Carers Australia. This is one of two Independent Board Directors appointed by the Carers Australia Board. The Board also consists of eight member-appointed Directors. Further information is available in the Carers Australia Constitution. A Carers Australia Board Director is required to attend approximately four Board meetings per annum and is expected to participate in a Board committee.

The Board's aim is to have a diverse skillset and Directors from a range of backgrounds and life experiences. The Board considers required competencies regularly and support is available to build competency of individual Directors and the Board as a whole. This is through a formal Board induction program, ongoing support from the Company Secretary, and Board training and information sessions (e.g. finance, risk, work health and safety, cyber security, AI etc.)

All Directors must make decisions in the best interest of Carers Australia, and have a fiduciary responsibility to Carers Australia Limited, regardless of their role within their nominating organisation.

Competencies – role related:

A Board Director is expected to be competent in the following areas:

- Knowledge of a director's responsibilities – includes an understanding of the role as well as the legal, ethical, fiduciary and financial responsibilities
- Strategic expertise – the ability to review strategy through constructive questioning and suggesting and contributing to effective decision making of the Board
- Accounting and finance – the ability to read and comprehend, or ability to quickly obtain understanding of, Carers Australia's accounts, financial material presented to the Board, financial reporting requirements and some understanding of corporate finance
- Legal – the Board's responsibility involves overseeing compliance with numerous laws as well as understanding the individual director's legal duties and responsibilities
- Risk management – understanding of, or ability to quickly obtain understanding of, managing areas of major risk to the organization

- Managing people and achieving change – understanding of, or ability to quickly obtain understanding of, current management thinking on employment, WHS, branding, engagement, strategic vision and stakeholder communication, and executive remuneration and compensation
- Industry knowledge – experience in similar organisations or industries, or experience in industries relevant to the function of the Board e.g. financial, legal.
- Business development – experience in assessing and overseeing business cases for new revenue streams is relevant to the ongoing sustainability of the organisation

Competencies – personal

- Lived experience – we encourage applications from those who have personal experience as an unpaid Carer.
- Advocacy expertise – as Carers Australia is a peak body representing and seeking to enhance the interests of carers, expertise and experience in advocacy is particularly pertinent
- Integrity – fulfilling a director’s duties and responsibilities, acting ethically, appropriate independence, putting the organisation’s interests before personal interests (including the nominating Voting Member entity)
- Collaborative yet curious and courageous – a director must be able to function as an effective team member but also have the curiosity to ask questions and the courage to persist in robust discussion with management and fellow Board directors where necessary
- Emotional intelligence – as well as self-awareness and self-management, a director needs to demonstrate empathy manifested through strong interpersonal skills. A director must work well in a group, listen well, be tactful yet able to communicate a cogent and candid viewpoint
- Not-for-Profit sector judgement and instinct – a director needs to demonstrate good business instinct and acumen and be able to assimilate and synthesise complex information
- An active contributor with genuine interest in Carers Australia and its business.

Travel and other expenses

Travel and accommodation expenses related to attendance at Board and related events are covered by Carers Australia. Director roles are not remunerated.

Specific competencies

In filling the current vacancy for an independent director, the Board is seeking an individual who has the skills, capabilities and experience to assist the Board to undertake its governance and fiduciary duties and provide strategic direction to the CEO and senior management.

In particular, the Board has identified that there would be benefit in strengthening its skills in the following areas:

- Information technology (IT), artificial intelligence (AI) and cyber security
- Commercial skills for the development of additional revenue streams

Board diversity

In filling the current vacancy for an independent director, the Board is mindful of the benefits of ensuring that its directors have a diversity of backgrounds and experiences.

To this end and with its strong focus on young carers, the Board has identified that that it would benefit from having a younger director on the Board. The Board is also mindful of the importance of gender diversity and the value of ensuring that the voices of carers from diverse cultural and ethnic backgrounds are represented and heard, including Indigenous Australians, LGBTQIA+ individuals, and people from Culturally and Linguistically Diverse Backgrounds (CALD).

While ensuring that it meets its responsibilities as a non-discriminatory employer, the Carers Australia Board encourages younger people and people from diverse backgrounds to apply for the independent director role.

How to apply

Please submit your CV of no more than 4 pages, and a cover letter of no more than 2 pages explaining what contribution you believe you could make the Board of Carers Australia, and how your skills and experience meet the general and specific competencies in the 'position description'.

Closing date for applications:

Please submit your application in PDF format to caa@carersaustralia.com.au by no later than 5pm Friday 5 June 2026.