

Position Description	
<b>Position Title</b>	Non-Executive Director
<b>Reports to</b>	Chair of the Board
<b>Location</b>	140 Grange Road, Carnegie
<b>Commitment</b>	Volunteer — approximately 6 to 8 hours per month. A \$5,000 pa honorarium is payable, with an additional \$3,000 pa per committee membership and \$1,000 pa for convening a committee.
<b>Tenure</b>	Directors retire by rotation in accordance with the SHARC constitution, must retire at least once every three years, and are eligible to renominate for re-election, with a maximum continuous period of service of nine years.
<b>Date of Review</b>	March 2028

## About SHARC

Established in 1995, SHARC is a community of people impacted by alcohol, drugs and gambling, including family, friends and supporters. Together, we work towards an Australian society where our communities' lived expertise is at the heart of inclusive communities, services, and systems.

**Our Vision:** Lived expertise is at the heart of inclusive communities and services, where people proudly share their experiences and support each other in a society free of stigma and discrimination.

**Our Purpose:** We transform lives, services and society through our community's lived experience of alcohol and other drugs, gambling and related harms. We create change by being ourselves, supporting one another, telling our stories, sharing our knowledge, advocating and building allyships.

SHARC places a priority on a positive, supportive, and productive work environment. Our services operate within an empowerment framework which maximises clients' and volunteers' opportunities for self-responsibility, mutual support and participation.

We transform lives, services and society through our community's lived experience of alcohol and other drugs, gambling and related harms.

## About the Board

The composition of the Board is reflective of our commitment to being a lived experience lead organisation. The Board recognises that good governance is strengthened by a diversity of perspectives, experience, and ways of thinking, and recruits with that breadth in mind alongside the skills and experience required of any Director. Within this broader commitment, the Board gives particular priority to lived experience and knowledge that continue to be under-represented in mainstream governance, including First Nations lived experience and Indigenous knowledge, LGBTIQ+ lived experience, lived experience from culturally and linguistically marginalised (CALM) communities, and lived experience of disability. Where additional technical expertise is required to support the Board's responsibilities, it is sourced through committee membership rather than at the expense of this composition.

**The SHARC constitution requires that all Directors be experts by experience.** This is a defined term in the constitution that encompasses three groups: individuals with lived experience of AOD harm or addiction; individuals with lived experience of gambling harm and recovery; and family members and others who provide support to people with lived or living experience of AOD use. This requirement reflects SHARC's foundational belief that those with lived expertise must lead at every level of the organisation.

One additional requirement applies to the Chair and Vice-Chair roles: eligibility for election to either position requires direct personal experience as defined under Lived Experience of AOD. Family members and supporters, and people with lived experience of gambling, are fully eligible to serve as Directors but are not eligible for these two officer positions.

### Position Objective

Non-Executive Directors of SHARC serve as active voting members of the Board, contributing to sound governance, strategic leadership, and the fulfilment of SHARC's charitable purpose. Each Director brings a combination of lived expertise and professional skills that collectively strengthen the Board's capacity to lead a complex, peer-led organisation.

We actively seek directors who bring creativity, systems and design thinking, and the analytical perspective that comes from understanding harm and recovery from outside a dominant clinical or institutional frame.

### Position Responsibilities

#### Collective Board Responsibilities

Working with fellow Directors, you will contribute to:

- Drawing on your lived experience and worldview to shape SHARC's strategic direction, and the thinking about addiction, harm reduction and recovery that underpins it
- Reviewing organisational policies, risk frameworks and internal controls, and testing them against the realities lived expertise brings to the table

- Approving the annual budget and monitoring financial performance, organisational sustainability and risk exposure
- Overseeing the appointment, support and performance of the CEO
- Maintaining accountability to SHARC's members, funders, regulators and the communities it serves
- Actively promoting lived expertise as central to SHARC's governance and culture
- Extending SHARC's reach into the communities it exists to serve, recognising that a Board reflecting First Nations, LGBTIQ+, CALM, and disability lived experience alongside AOD and gambling lived experience opens pathways into those communities
- Supporting SHARC's fundraising, philanthropic activities and public profile

### Individual Director Responsibilities

In your individual capacity, you will:

- Engage with Board papers ahead of meetings, and bring your lived expertise and perspective to the conversation
- Serve on at least one Board committee, contributing your lived expertise, skills and unique insights.
- Stay informed about SHARC's programs, the AOD and gambling sectors, and relevant policy and regulatory developments
- Identify and disclose conflicts of interest promptly, and manage them in accordance with the constitution

### Legal and Fiduciary Duties

As a Director of SHARC Ltd, you are bound by legal duties under the Corporations Act 2001 (Cth), the ACNC Act and ACNC Governance Standards, and the SHARC constitution. These require you to act honestly and in good faith in the best interests of SHARC, exercise care, skill and diligence in decision-making, avoid and disclose conflicts of interest, and ensure the financial affairs of the organisation are managed responsibly. They also require you to hold confidentiality around Board deliberations and SHARC's sensitive information, take part in induction, evaluation and ongoing governance development, and represent SHARC with integrity in the community, the sector, and with stakeholders. A breach of these duties may expose a Director to civil or criminal liability.

### Key Working Relationships

Internal	External
Fellow Board Directors	Sector peak bodies and advocacy organisations
CEO and Senior Management	Department of Health and government bodies

Board Committees	Funders and philanthropic partners
Company Secretary	Community and people with lived experience

### Time Commitment

Directors should expect to commit approximately 6 to 8 hours per month, including preparation time. The annual programme of activities includes:

At least six Board meetings per calendar year, held in person or online

An annual Board strategy day

SHARC's Annual General Meeting

Committee meetings for any committee to which you are appointed (frequency varies by committee)

Preparation and review of Board papers distributed electronically prior to meetings

Occasional attendance at SHARC events, sector activities and stakeholder engagements

SHARC understands that Directors have significant professional and personal commitments. We aim to schedule meetings with reasonable notice and run a Board that is purposeful and well-organised. A professional development budget is available to support Directors' ongoing governance learning.

### Board Committees

SHARC's Board currently operates the following committees. Directors are expected to serve on at least one:

- Finance and Risk Committee
- Governance Committee

In accordance with the constitution, each Board committee must include at least one director with lived experience of AOD. Committee membership is determined by the Board in consultation with incoming Directors, taking into account skills, experience and the Board's current needs.

Board committees may also include non-director members with relevant expertise, in accordance with the constitution

### Selection Criteria

**Essential**

- An expert by experience, that is, lived experience of AOD harm, addiction or recovery; lived experience of gambling harm and recovery; or experience as a family member or supporter of someone with lived or living experience of AOD use
- Commitment to SHARC's purpose and the principle that lived expertise must be at the centre of governance and service design
- Capacity to act with integrity, independence and sound judgement in a governance role
- Capacity to think beyond established sector frames around addiction, harm reduction and recovery, to see how services, communities, policy environments and lived experience shape each other, and to hold strategic complexity with curiosity
- The openness to engage across different worldviews, respectfully participate in hard conversations that come up around the Board, and challenge SHARC when needed.
- Ability to commit to the time requirements of the role and prepare thoroughly for meetings
- Eligibility to act as a company director under the Corporations Act 2001 (Cth), including holding or being willing to obtain a Director Identification Number prior to appointment
- Membership of SHARC, or willingness to become a member prior to appointment
- Satisfactory National Police Check

## **Priority Skills**

Based on our current Board skills matrix, we are particularly seeking Directors with expertise in one or more of the following areas:

- Legal: qualifications and/or practice experience in law, with the ability to support the Board's understanding of legal, regulatory and compliance matters
- Accounting and financial management: demonstrated ability to read and interpret financial statements, contribute to budget oversight, and support the Finance and Risk Committee
- Marketing and communications: experience in brand, campaigns, digital or public communications, particularly within the community, health or not-for-profit sector
- Fundraising and philanthropy: networks and demonstrated experience in revenue generation, donor development or grant funding
- IT and cybersecurity: understanding of technology risk, data governance and digital systems relevant to a service organisation.

## **Desirable**

- Previous experience as a director or committee member of a not-for-profit, community or health organisation

- Knowledge of the AOD, mental health, gambling or peer support sectors
- Formal governance qualifications (such as AICD membership) or willingness to undertake governance professional development
- Networks relevant to SHARC's work, including corporate, media, philanthropic, government or community sector connections

SHARC's strength comes from the diversity of its community, and we want our Board to reflect that. We particularly welcome applications from people who identify as Aboriginal and/or Torres Strait Islander, LGBTIQ+, or culturally and linguistically diverse. We also welcome applications from people who have not previously served on a Board — strong governance contributions come from people at different stages of their professional lives, and we are committed to building a Board where a range of perspectives, identities and community connections inform how we lead.

### Additional Requirements

All Directors are required to:

- Report to the Chair any criminal charges or convictions received during the course of their appointment.
- Comply with relevant SHARC policies, guidelines and the Code of Conduct.
- Take reasonable care for their own health and safety and that of others who may be affected by their conduct at SHARC premises or events.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except to the extent necessary to fulfil their duties as a Director.
- Safeguard children and young people by ensuring all interactions are positive and safe, and report any suspicions or concerns of abuse to SHARC management. SHARC is committed to child safety and is a Child Safe organisation.
- Participate in induction and any mandatory training requirements relevant to the Director role.
- Hold or be eligible to hold a Director Identification Number in accordance with the Corporations Act 2001 (Cth).

I confirm I have read this Position Description, understood its content, and agree to fulfil the responsibilities of the role in accordance with the SHARC constitution and applicable law.

<b>Director Name</b>	
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<b>Director Signature</b>	
<b>Date</b>	
<b>Acknowledged by Chair of the Board (signed)</b>	