



**Work
that matters**

“I love Araluen and its values - respecting people, showing each other kindness, and working as a team. Staff give me support, reassurance, look out for me and are caring.” - Jess, Araluen participant champion

Position description:

Board Director

REPORTS TO	Chair Board
DIRECT REPORTS	N/A
LOCATION	226 Old Eltham Road, Lower Plenty VIC 3093
CLASSIFICATION	N/A

Our Vision

Imagining and achieving better lives

Our Mission

Inspiring, empowering and supporting people to have great lives

Our Values

Respect you
See you
Hear you
Empower you
Inspire you
Working together as one

A R A L U E N



araluen.org



Position purpose

As a Director of Araluen, you are responsible for providing strategic leadership, governance oversight and stewardship of the organisation to ensure the achievement of Araluen's purpose, vision and strategic objectives.

Directors act in the best interests of the organisation and the people we support, ensuring that Araluen remains financially sustainable, strategically focused, compliant with legislative and regulatory obligations, and committed to delivering safe, high-quality and person-centred services.

Leadership expectations

As a Board Member, leadership is demonstrated through ethical governance, independent judgement, collective accountability and a clear commitment to Araluen's purpose, values and the rights of the people we support. Board Members are expected to provide strategic stewardship, constructive challenge and informed oversight while maintaining respectful and collaborative relationships with fellow Directors, the CEO and key stakeholders.

Uphold and champion our Code of Conduct, setting the standard for ethical and values-driven leadership.

Model and mentor our Values in every action and decision: Embed values-based leadership across the organisation, ensuring our actions consistently reflect Araluen's purpose and values.

Champion inclusion, human rights, and person-centred practice, fostering a culture where people feel safe, respected, and empowered.

Lead through our **Thrive Leadership Imperatives**:

- **Challenge the old to create new opportunities** – drive innovation and transformation across the organisation.
- **Lead with the heart and know the business** – integrate empathy with strategic insight to guide people and performance.
- **Never stop learning: grow yourself and grow others** – foster a culture of continuous development, leadership growth, and organisational learning.
- **Recognise and tackle challenges with courage** – lead through complexity with resilience, clarity, and bold decision-making.



Role Responsibilities

Key responsibilities	Key outcomes	Key activities
<i>Governance, Leadership and oversight</i>	Effective Board contribution that strengthens Araluen's strategic direction, governance, accountability and long-term sustainability.	<ol style="list-style-type: none"> 1. Provide strategic leadership and governance in line with Araluen's purpose, values and constitution. 2. Contribute to corporate strategy, policy formulation, implementation oversight and Board decision-making. 3. Prepare fully for Board and committee meetings and actively participate in discussion, decision-making and follow-up actions.
<i>CEO partnership and organisational performance</i>	A constructive Board–CEO partnership that supports effective implementation of strategy and performance monitoring.	<ol style="list-style-type: none"> 1. Serve as a trusted advisor to the Chief Executive Officer in relation to strategy, organisational performance and emerging risks. 2. Review outcomes, metrics and reporting used to evaluate Araluen's impact, effectiveness and performance. 3. Partner with the Chair, CEO and other Directors to ensure Board resolutions are carried out appropriately.
<i>Financial stewardship, risk and compliance</i>	Robust oversight of financial performance, risk management, critical operations and regulatory compliance.	<ol style="list-style-type: none"> 1. Oversee financial performance, reporting, sustainability and resource allocation at Board level. 2. Maintain oversight of organisational risk, legal obligations, director duties and regulatory compliance. 3. Contribute to committee work, working groups and special assignments as required.
<i>Human rights, inclusion and stakeholder representation</i>	Values-led governance that upholds human rights, diversity, inclusion and Araluen's reputation with stakeholders.	<ol style="list-style-type: none"> 1. Demonstrate a working knowledge of human rights and uphold the rights of the people Araluen supports. 2. Represent Araluen to stakeholders and act as an ambassador for the organisation. 3. Support Araluen's commitment to a diverse Board and workforce that reflects the communities Araluen serves.



Board Structure

The Board structure includes a maximum of twelve (12) Directors elected by the Company Members. Each Director is elected for a term of three (3) years by members at the AGM. The Chief Executive Officer and Company Secretary are not Directors.

Meetings & Committees

Board Meetings are currently held bi-monthly on the first Thursday of the selected month from 6:00 – 8.00 pm. A meeting schedule will be developed each year.

The current Board Committee structure is as follows:

- Finance, Audit & Risk Committee
- Quality, Safeguarding and Participant Services Committee
- Governance, Culture, Nominations & Remuneration Committee, and
- Working groups as required

Decision making authority

As a Board Director, this role contributes to collective Board decision-making and governance oversight. Directors exercise independent judgement while acting collectively in the best interests of Araluen and the people it supports.

Independent Decisions: Applies independent judgement, constructive questioning and ethical decision-making when reviewing Board papers, contributing to committees, assessing strategic options and providing advice to the CEO and Board.

Referred Decisions: Decisions requiring Board approval, member approval, legal advice, financial commitment or policy change are progressed through the Chair Board, Board committees or full Board in accordance with Araluen's governance requirements.

Classification

This is a voluntary Board Director appointment with no remuneration apart from reimbursement of approved expenses incurred in fulfilling Director duties.

Directors are elected by Company Members for a term of three years at the Annual General Meeting, in accordance with Araluen's governance requirements.



Key Selection Criteria

- **Knowledge of Director's responsibilities** – legal, ethical, fiduciary and financial
- **Strategic expertise** and the ability to contribute to effective Board decision-making through constructive questioning and sound judgement.
- **Accounting & Finance** - Ability to read and understand financial reports, organisational accounts and key financial information presented to the Board.
- **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** – experience in managing areas of major risk management to the organisation.
- **Managing people and achieving change** – experience in current management thinking on employment, branding, engagement, strategic vision and stakeholder communication; experience in executive remuneration and compensation.
- **Industry knowledge** – experience in similar organisations or industries and an ability to quickly understand the core services provided in disability. An interest in and ability to understand the impact of regulatory or funding bodies on the operation of disability services.
- **A working knowledge of human rights**, and commitment to upholding those rights of the people we support.
- **IT capability** to undertake Director responsibilities online and through secure Board portals.

Compliance

- NDIS Worker Screening Check
- Working with Children Check
- Director Identification Number issued by the Australian Business Registry Services