

Children by Choice is an independent Queensland-based non-profit organisation, committed to providing counselling, information, and education on all pregnancy options – abortion, adoption, kinship and alternative care and parenting.

We are recognised nationally and internationally as a key advocacy group for reproductive and sexual health. Our vision is that people can freely and safely make their own reproductive and sexual health choices without barriers. Children by Choice provides Queensland-wide counselling, information, referral, and education services on all pregnancy options, including abortion, adoption, kinship and alternative care and parenting.

Our primary objective is to ensure that women and pregnant people who experience hardship or distress with a pregnancy receive high-quality decision-making counselling, evidence-based information, material aid, and referral.

Children by Choice seeks to empower people and communities to exercise reproductive health choices, and to remove the discriminatory social, legal, clinical and policy barriers that women may face when seeking access to accurate information, support, and services for their reproductive choices.

Our Annual Reports and Strategic Plan are available on our website here.

Children by Choice embraces a diverse and inclusive environment.

Our service values diversity and acknowledges that inclusive spaces generate creativity and innovation in perspective and problem solving while producing more sustainable and effective outcomes.

Aboriginal and Torres Strait Islander people, people with a disability and people from the LGBTIQ+ community are strongly encouraged to apply.

THE ROLE

The role of the Management Committee Member is to consider, debate, and vote on issues before the Management Committee on the basis of the best interests of the organisation only. Comply with the rules, policies, and standing orders of the organisation. This role highlights someone who has previous financial, accountancy or auditing experience to provide key insight to the board.

ORGANISATIONAL ENVIRONMENT

Leaders in protecting, supporting and advancing reproductive rights.

Contact
PO Box 1357, Milton, QLD
349 Coronation Drive, Milton, QLD, 4064
Free call 1800 177 725
info@childrenbychoice.org.au

Counselling, Information & Referral
Free call 1800 177 725
advocacy@childrenbychoice.org.au

Education & Training
Free call 1800 177 725
ed@childrenbychoice.org.au

childrenbychoice.org.au

The organisation is led by a voluntary Management Committee made up of competent professionals, elected annually at the Annual General Meeting. The Management Committee is responsible for the governance of the organisation but is also called on at times to provide expert opinion on operational matters. This position is one of a small team of committed professionals who are dedicated to achieving the objectives of Children by Choice. The team is led by the CEO and team leaders with levels of individual autonomy. The team works collaboratively to deliver high quality, evidence-based information and services. The organisation's most recent strategic plan and annual report are available on the Children by Choice website and outline the current priorities and values of the organisation.

FINANCIAL AND RISK MANAGEMENT

- Provide sound financial and risk advise to the board
- Predict or forecast future financial/budgetary actions that are required by the organisation
- Identify financial risks and provide actions for mitigation/management
- Understand and provide advice on the organisation's finances (including solvency).

PLANNING

- Review and approve the organisation's Strategic Plan, and other consequential arrangements.
- Attend all meetings, or, if unavoidable, apologise in advance for absence.
- Where Management Committee papers are circulated in advance of the Management Committee meeting, read papers and consider issues before the meeting.
- Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate.

ADMINISTRATIVE & MANAGEMENT ADMINISTRATIVE & MANAGEMENT

- On being elected to the Management Committee, undertake induction and training
- Read procedures as provided by the Management Committee.
- Approach employees of the organisation only through the CEO
- Serve on sub-Committees as required.
- Review and approve the organisation's systems for financial control and risk management.
- Understand the organisation's finances (including solvency).

FUNDRAISING

- Participate enthusiastically in any fundraising approved by the Management Committee. Legal & Ethical
- Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation.
- Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation.
- If they have any direct or indirect material personal interest in any contract with the organisation, inform the Management Committee immediately.
- If they have any direct or indirect material personal interest in any contract with the organisation, not vote in the Management Committee on that issue.
- If they have any non-material personal conflict of interest in any matter before the Management Committee or believe that the perception of such a conflict might arise, inform the Management Committee immediately and follow the Management Committee's rulings as to proper procedure.
- At all times conduct Management Committee business politely and with consideration for others, without ill feeling, improper bias, or personal animus.

GENERAL RESPONSIBILITIES

- Collaborate effectively with other team members, including MC members and staff where appropriate.
- Contribute to a positive organisational culture.
- Operate within a feminist framework and adhere to the approved Decision-Making Principles.
- Maintain and apply up-to-date knowledge of the evidence and best practice in your field, and work with the team to jointly identify and participate in skills development appropriate to your role and annual work plan.
- Plan your time effectively to manage competing demands, including work/life balance.
- Assist the team to report effectively to management and stakeholders.
- Observe the policies and procedures, Code of Ethics and Conduct of the organisation.
- Contribute to Children by Choice's collective efforts, such as strategic planning, position papers, working groups, communication and public events.