

POSITION TITLE	Co-Opted Board Director
APPOINTED BY:	Girl Guides Tasmania Board
REPORTS TO:	Board Chair
TYPE:	Volunteer
DATE:	August 2026



POSITION DESCRIPTION

BACKGROUND

Girl Guides Tasmania (GGT) – a Child and Youth Safe Organisation is part of the world-wide movement of more than ten million Girl Guides and Girl Scouts operating in over 154 countries across 5 regions. This progressive, non-political voluntary organisation is empowering girls and young women to discover their potential as leaders of their world by providing a values based, flexible and dynamic, non-formal educational program.

The organisation embraces girls and women from a diverse range of backgrounds, cultures, socio-economic groups, and geographical areas and provides a supportive environment within which they can extend their personal boundaries. Organisational leadership at all levels is provided by skilled, open-minded women.

CHILD & YOUTH SAFETY

GGT is a Child and Youth Safe Organisation and all Adults in Guiding (AiGs) including employees, volunteers and members, must maintain up to date compliance and conduct mandatory training. All AiGs must hold a current Registration to Work with Vulnerable People (RWVP) as well as undergo a National Police Check every three years (or willingness to obtain). Mandatory Child Safe Child Friendly Training must be undertaken.

PRIMARY PURPOSE OF THE POSITION

Girl Guides Tasmania ("GGT") is governed by a Board operating in accordance with its Constitution (2021).

The constitution provides that the Board will include up to two persons, whose role is described as the GGT co-opted Board member. Generally, a co-opted Board member is expected to provide skills and input to the Board from a non-guiding perspective to ensure it delivers on its governance obligations.

KEY RESPONSIBILITIES

1. Applies their knowledge and skills to assist the Board in setting the strategic direction of GGT.
2. Works in a collaborative, respectful and inclusive manner.
3. Regularly attends Board meetings and important related meetings.
4. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
5. Stays informed about Board matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
6. Gets to know other Board members and builds a collegial working relationship that contributes to consensus.
7. Is an active participant in the Board's evaluation and planning efforts.
8. Is balanced and objective and does not allow personal views or their position to interfere with their duty to the Board.
9. Has a sound knowledge and understanding of GGT's policies, principles and mission.
10. Takes opportunities to promote GGT within the broader community.
11. Voluntarily signs and upholds the Code of Conduct issued by Girl Guides Australia.
12. Accepts and complies with their duties under the ACNC Act and Governance Standards. These duties include acting with reasonable care and diligence, acting honestly and fairly in the best interests of the charity and for its charitable purpose, disclosing conflicts of interest, not misusing their position or information, ensuring responsible financial management, and not allowing the charity to operate while insolvent.
13. Familiarise themselves generally with the structure of Girl Guides Australia, and the federated system through which Guiding operates in Australia.

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POSITION REQUIREMENTS

KNOWLEDGE

- This position requires an understanding of the following:
- governance of a not for profit organisation; and
- Financial matters, occupational health and safety and risk management.

PERSONAL SKILLS

- This position requires the following:
 - ability to relate well with members.
 - leadership and organisational skills.
 - good time management skills.
 - demonstrated skill as a strong team player.
 - a breadth of communication skills including written and oral communication skills.
 - the ability to speak readily and well in meetings.
 - a passion for volunteering

TIME COMMITMENT

- The position of GGT Co-opted Board member (Board Director) requires attendance at:
 - Board meetings of Girl Guides Tasmania.
 - Annual General Meeting of Girl Guides Tasmania.
 - Other subcommittee or ad hoc committees as determined
- The time commitment for this position is estimated to be an average of 5 hours per month.