

POSITION DESCRIPTION

Title	Board Director
Reporting Arrangements	Board Chair
Direct Reports	Nil
Employment Basis	Volunteer / Unpaid role

BOARD AND ROLE PURPOSE

The TRACTION Board has governance and oversight responsibilities and is accountable to the members for the organisation delivering on its purpose of empowering young people through mentoring and hands-on learning programs. The TRACTION Board aspires to be a skills-based board. Non-executive directors are elected to the Board to provide strategic guidance, oversight and constructive challenge; while also actively supporting philanthropic and fundraising to secure TRACTION's long-term sustainability and impact.

The Board's collective functions include:

- reviewing, approving and monitoring the implementation of the strategic direction, performance objectives, budget and organisational capability;
- monitoring financial performance and forecasts and overseeing the integrity of financial reporting;
- reviewing and approving the fundraising and philanthropy strategy;
- assessing major strategic risks, including safeguarding risks and psychosocial hazards and reviewing options for their mitigation and management;
- ensuring a child safe culture exists and a safe and healthy working environment for employees;
- appointing, monitoring, and reviewing the performance of the CEO; and
- monitoring compliance with legal and regulatory obligations

KEY RESPONSIBILITIES & DUTIES

Non-executive directors are individually responsible for ensuring that the board fulfills its role and functions outlined above and complying with their legal duties and obligations under the *Corporations Act 2001 (Cth)* and the ACNC's Governance Standard 5 that outlines duties of Key Responsible People. In addition, responsibilities include:

- taking all reasonable steps to satisfy duties imposed by statute and common law
- acting with the highest standards of ethical behaviour
- maintaining Board confidentiality
- disclosing any real, potential, or perceived conflict of interest and/or any circumstance which may preclude them from assuming or continuing as a director
- promoting a healthy, high performing organisational culture
- representing and promoting TRACTION in various forums with key stakeholders
- critically assessing strategic opportunities and threats for the organisation
- participating objectively in board self-evaluation processes and individual performance reviews
- engaging in ongoing professional development

KEY RELATIONSHIPS

- Board Chair and Directors
- External Committee Members as relevant

- CEO and Leadership Team
- Key stakeholders including all levels of government
- The philanthropic community of Queensland
- External auditors, legal advisors, regulators

CAPABILITIES & ATTRIBUTES

- Understanding of and alignment with TRACTION's purpose and values
- Willing and able to commit time and energy to contribute as an engaged and active member of the Board drawing on your talents
- Ability to creatively contribute to and participate in building TRACTION's supporter network
- Strong understanding of governance principles applicable to the NFP sector and fiduciary responsibilities of non-executive directors
- Acts with integrity and displays excellent judgement
- Experience applying strategic and critical thinking skills to bring healthy challenge in a board or committee setting
- Financial literacy necessary for a board level position
- Excellent communicator and highly developed interpersonal skills
- Demonstrated skills and experience in 2 or more of the following areas:
 - Youth-focused service delivery and/or policy development experience
 - Fundraising and Philanthropy
 - NFP / Board Governance
 - Strategy & Leadership
 - Financial & Risk Management
 - Legal & Regulatory Compliance
 - Digital, Data & Technology
 - People, Performance & Culture
 - Corporate Affairs / Government Relations

QUALIFICATIONS & EXPERIENCE

Essential

- Current Queensland Blue Card or eligibility to obtain one

Desirable

- Prior experience as a non-executive director is highly regarded
- AICD qualification or similar
- Experience in NFP or youth-focused organisations

TIME COMMITMENT

- Attendance at up to 8 Board meetings and the AGM each year plus Committee meetings where relevant.
- Preparation time to review Board meeting materials.
- Investment in proactively expanding TRACTION's corporate, donor and philanthropic network.
- Additional time for compliance training activities and attendance at two or more scheduled TRACTION stakeholder engagement events during each calendar year.