



The Loop Australia

Job title	<i>Non-executive Director with Finance Experience</i>
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About The Loop Australia

The Loop Australia is a not-for-profit organisation established in 2018 to develop the sustainable provision of drug checking services in Australia. We are a sister organisation to The Loop UK which formed in 2013 and has provided drug checking for the public since 2016. The Loop Australia is an ACNC-registered, health-promotion charity and is a Company Limited by Guarantee registered with ASIC. The Loop Australia has been a mostly volunteer-based organisation, with teams of chemists, health professionals and researchers based in Victoria, New South Wales and Queensland. Our day-to-day financial management is handled by Cinch Transform, our external finance management provider, giving us a solid, professionally managed system to build on.

The Loop Australia Vision: A safer society where everyone can access accurate, timely, and relevant information to make more informed decisions about drugs.

The Loop Australia Mission: “Deliver a high-quality, trusted drug checking service and provide accurate information about drugs to individuals, service providers, and policy makers”

Background

The Loop Australia operates drug checking services across Victoria, New South Wales, and Queensland, in partnership with leading health and harm reduction organisations. In Victoria, we are part of a consortium led by Youth Support and Advocacy Service (YSAS) delivering both fixed-site and mobile services under a government contract until June 2028. In NSW, we delivered the state’s first drug checking research project in 2024 with the Medically Supervised Injecting Centre, and continue to support the development of evidence-based drug policy during the government’s current trial of drug checking services. In Queensland, we operated “CheQpoint” for a 12-month implementation pilot, which ended with a change in government policy support.

Position responsibilities

This is one of the Board’s regular Non-executive Director positions. For this particular vacancy, we are seeking a candidate with a finance background to strengthen the Board’s financial oversight capability, in addition to the general responsibilities held by all Directors.

Board Directors of The Loop Australia hold responsibility for:

- Upholding The Loop Australia’s mission and values;
- Governance of the organisation, including strategic direction, risk and financial management;
- Supporting The Loop Australia’s growth as a provider of drug checking services;
- Providing expert advice, support and mentoring to the Chief Executive Officer;
- Ensuring The Loop Australia remains compliant with relevant regulatory bodies;



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- Developing new income streams.

Specific tasks include:

- Evaluate, refine and approve updates to The Loop Australia's strategic plans;
- Foster a positive working relationship with other Board members and organisation staff;
- Support and review the performance of the Chief Executive Officer;
- Ensure the financial structure is adequate for the organisation's current needs and long range strategy;
- Monitor financial performance;
- Serve as a member of the Board's Risk Subcommittee, providing oversight of the organisation's risk management framework;
- Approve major decisions such as program changes and capital expenditure;
- Ensure that published reports properly reflect the organisation's operating results and financial condition;
- Review compliance with relevant legal requirements;
- Ensure appropriate risk assessment and risk management procedures are in place;
- Promote the organisation's interests and activities within the broader community;
- Introduce the Chief Executive Officer or Chair to relevant contacts, as appropriate;
- Review the performance of the Board annually and take steps to continually improve its performance;
- Contribute to effective Board recruitment and succession planning;
- Provide additional scrutiny of financial reports, budgets and audit processes, drawing on your financial expertise.

Position requirements

The Australian Charities & Not for profit Commission (ACNC) set the following governance requirements for members:

- act with reasonable care and diligence
- act honestly and fairly in the best interests of the charity and for its charitable purposes
- not misuse their position or information they gain as a responsible person
- disclose actual or potential conflicts of interest
- ensure that the financial affairs of the charity are managed responsibly, and
- not allow the charity to operate while it is insolvent.

Finance experience

In addition to the general position requirements above, this position also requires:

- Senior financial management or accounting experience, ideally within the not-for-profit or health sector;



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- A professional accounting qualification (CA, CPA or equivalent) is desirable;
- Sound understanding of financial reporting, budgeting and compliance obligations for not-for-profit organisations;
- Experience with financial risk management, audit processes and internal controls; and
- Confidence reviewing financial statements and communicating financial matters clearly to the full Board.

Values

The Loop requires all staff and volunteers to commit to the following values.

- Integrity: We stay true to our values
- Excellence: We learn, adapt and improve
- Empowerment: We support self-determination and informed decision making
- Inclusivity & Equity: We are committed to ensuring our service meets the needs of our diverse community
- Our team: We value and support each other

Time commitment

The Loop Australia is seeking Board members able to commit to a maximum of six hours per month including:

- Attendance at six two-hour Board meetings annually. These will be held face-to-face or via videoconference, and may be held after hours (e.g., 6.00pm - 8.00pm) depending on the availability of the majority of Board members.
- Attendance at one Board planning day annually.
- Approximately one hour pre-reading for ordinary board meetings.
- Attendance at Risk Subcommittee meetings, held approximately every two months.
- Approximately two to four hours per year to introduce the Chief Executive Officer or Chair to relevant contacts, as appropriate.
- Attendance at The Loop Australia events where possible.

Appointed Board members serve a three-year term.

Diversity

We encourage applications from people who have lived experience of drug use. We also encourage First Nations people, people with a disability, LGBTIQ+ and other sexuality, gender and bodily diverse people and people from culturally and linguistically diverse backgrounds to apply. We are committed to removing barriers for people from these communities, so let us know if there's something we can do to make it more possible for you to apply by confidentially contacting will@theloop.org.au