



Environmental Defenders Office

Non-Executive Director Position Overview

Board Position:	Non-Executive Director
Reporting to:	Chairperson
Direct Reports:	CEO – All EDO staff report to the CEO and are accountable to the Board through the CEO.
Travel Requirements:	One in person Boarding Meeting each calendar year (expenses paid)
Compensation:	Voluntary Board Position

Role Overview & Purpose

Environmental Defenders Office (EDO) is the largest environmental legal centre in the Australia-Pacific, dedicated to protecting our climate, communities and shared environment by providing access to justice, running ground-breaking litigation and leading law reform advocacy.

The Environmental Defenders Office is governed by a skills-based Board of directors with a commitment to the mission of the organisation.

The Board provides strategic direction, oversees the organisation's performance and compliance and ensures the effective governance, culture and leadership of the company.

EDO is also guided by our First Nations Strategic Advisory Committee, a representative national group of people from different First Nations/Countries, who bring their lived experiences and knowledges of being a First Nations person to guide EDO in its areas of work which involve First Nations peoples and communities, including internally.

Our Board also manages governance and risk, especially in complex and groundbreaking cases, through the oversight of the [Complex Litigation and Legal Ethics Committee](#). The Committee is assisted by a pool of external legal professionals who can be called upon at short notice, given decisions about litigation often need to be made on very tight timeframes.

Time Commitments

The schedule of Board meetings for each year will be provided at the time of appointment. The majority of Board meetings and committee meetings will be held online. It is anticipated a time commitment of around forty (40) hours per calendar year.

Key Responsibilities & Duties

Board Director must comply with their duties as Directors under legislation and common law and with the duties described in governance standard 5 of the regulations made under the Australian Charities and Not-for-profits Commission Act 2012 (Cth), which are to exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were a director of the company.

The key responsibilities and duties of the Non-Executive Director include but are not limited to:

- make decisions in line with the company's Constitution, policies and procedures, and delegations schedules, and in the best interests of the company and its members.
- read relevant material provided prior to meetings.
- obtain more information if needed to make informed decisions.
- review and approve the annual budget and financial reports, unless having valid concerns about the figures contained in those reports.
- be involved in strategic planning and reviews, direction setting and strategic development sessions.
- ensure all employment conditions are lawful, in line with relevant industrial awards, safe and free of discrimination.
- treat company members, staff and fellow Board members with respect and courtesy.
- actively participate in the work of the Board and, if required, its sub-committees.

Leadership:

- provide direction, support and encouragement to company staff and volunteers to fulfil the company's mission.
- safeguard the public reputation of the company.
- conduct Board affairs ethically and justly.

Selection Criteria

Demonstrated executive or senior leadership experience, with a strong understanding of governance, accountability and strategic oversight within a complex, purpose-led organisation.

- Demonstrated senior-level leadership, governance or professional experience, with the ability to contribute strategically to organisational direction and oversight.
- Strong governance judgement, including the ability to critically assess complex information, consider organisational, financial and reputational risk, and contribute constructively to Board decision-making.
- An understanding of the responsibilities and duties of Board Directors, with the ability to exercise independent judgement and maintain appropriate confidentiality and integrity.
- Strong interpersonal and stakeholder engagement skills, with the ability to work collaboratively with fellow Board members, the CEO, EDO's Executive Team and other key stakeholders from time to time.
- Demonstrated ability to bring diverse perspectives, experience and expertise to Board discussions and contribute to robust, considered and outcomes-focused decision-making.
- A demonstrated commitment to the purpose and values of EDO, including environmental justice, inclusion, integrity and the role of strong governance in supporting organisational impact.

Commitment to EDO's Values and Cultural Pillars:

All Board Members are expected to contribute to a culture that reflects EDO's values and cultural pillars through their actions, behaviours, and decision-making.

Thriving People & Professional Excellence

- Demonstrates professionalism, accountability, and commitment to continuous learning.
- Contributes to a safe, respectful, and supportive workplace where people can thrive.
- Delivers high-quality work and seeks opportunities to develop capability and expertise.

Shared Direction & Courageous Action

- Works collaboratively toward shared organisational goals and purpose.
- Demonstrates initiative, adaptability, and courage in addressing challenges and opportunities.
- Supports innovation and contributes positively to organisational change.

Grounded in Clarity, Strengthened by Trust, Driven by Ownership

- Acts with integrity, transparency, and accountability.
- Builds trust through respectful communication and follow-through on commitments.
- Takes ownership of responsibilities and contributes to effective decision-making.

Inclusive Impact

- Values and respects diverse perspectives, backgrounds and lived experiences.
- Demonstrates cultural competence and contributes to a culturally safe and inclusive workplace.
- Supports EDO's commitment to justice, equity, diversity and inclusion, including meaningful engagement with First Nations peoples and communities.

Purposeful Joy

- Contributes to a positive, connected, and respectful culture.
- Supports the wellbeing of EDO's people and celebrates achievements and contributions.
- Brings enthusiasm, curiosity and optimism to their work.

Supporting EDO Values

- Commitment – Working together to achieve environmental justice and positive outcomes for communities.
- Diversity – Respecting and valuing difference, inclusion and cultural safety.
- Integrity – Acting ethically, professionally and with accountability.
- Visionary – Embracing innovation, creativity and continuous improvement.