

Position Description

Position Title	Director - Board Member
Department	Board of Directors
Location	Statewide
Classification Level	Voluntary

Relationships Australia Tasmania

Our Vision - Where we're heading

A connected and respectful Tasmania

Our Mission - What we do

We walk alongside Tasmanians to build individual wellbeing, respectful relationships and connection to communities.

Our Purpose - Why we're here

We believe in the power of connection.

Our Values

At Relationships Australia Tasmania we are guided by these values in everything we do:



Willing to serve



In it together



People matter



Looking forward

Our Commitment

- Our organisation is a Child Safe organisation. We take child protection seriously and are committed to promoting and protecting the best interests of children and young people.
- Our organisation recognises Australia's First Nations people. We are committed to providing a welcoming and safe environment and to delivering culturally safe services for First Nation peoples.
- Our services are for everyone. We are committed to providing a safe and inclusive service regardless of race, social status, sexual orientation, gender identity or Intersex status.

Position Descriptions are regularly reviewed to ensure they meet the needs of RA Tas. These may be changed from time to time by authorised personnel. Current Position Descriptions are accessible at any time from your manager.



Position Summary

The Board of Relationships Australia Tasmania (RA Tas) is responsible for the overall strategic direction and governance of the organisation and acts as the body legally responsible for the activities of RA Tas. The primary function of a Director is to contribute to the Board's functioning and provide strategic direction and governance to the organisation. The position of Director assumes the overall responsibility for the governance of the operations of RA Tas in line with the Board's agreed strategic direction.

The Board has three sub-committees, the Finance, Audit, Risk sub-committee, the Strategy Pathways and the CEO Performance/Remuneration sub-committee. The Board may create other sub-committees as it needs to or seek representation on other RA Tas committees as appropriate such as the Clinical Governance, Practice and Quality Committee.

Position Responsibility

To govern the organisation in accordance with:

- The Constitution
- Legislation
- Board Member's Handbook and Governance Policies
- Any other policies that arise from time to time

Specific information regarding the areas of responsibility are set out in the Board Member's Handbook and Governance Policies.

The role requires approximately ten hours per month. This includes Board and Committee meetings, time to read and consider reports, and engaging with the organisation. Board meetings occur outside of normal work hours, but Committees are scheduled by agreement within normal working hours. From time-to-time Directors will be required to make themselves available to respond to out of session business as required. The Board generally meets six to eight times per year face to face. Directors are also expected to contribute to at least one sub-committee.

The Board operates with a high degree of diversity in the competencies and skills that individual members bring and whilst this Position Description articulates the professional and personal competencies of the individual members, it is the collective competency of the Board which contributes to its rigour, success and diversity.

Our organisation is a Child Safe organisation and takes child protection seriously. As a member of RA Tas Board, you are required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines.

Position Relationships

Supervisor	Chairperson
Direct Report(s)	Nil
Other(s)	Fellow RA Tas Board Members, CEO, external stakeholders

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Professional Competencies

1. Knowledge of Board Members' duties and responsibilities, including an understanding of the role as well as legal, ethical, fiduciary and financial responsibilities
2. Ideally Board Members will have completed the Australian Institute of Company Director's course or be willing to complete
3. A strong commitment to the values of RA Tas and an ability to acquire a good understanding of the core work of the organisation
4. Strategic expertise including the ability to review the strategy through constructive questioning and suggestion and contribute to the effective decision making of the Board
5. The ability to read and comprehend the organisation's accounts and financial information presented to the Board as well as some understanding of monitoring an organisation's financial performance
6. The ability to oversee compliance with numerous laws, including the Work Health and Safety Act 2012, as well as an understanding of the individual's legal duties and responsibilities
7. Demonstrated awareness of areas of major risk to an organisation

Personal Competencies

1. ability to fulfil the Board Member's duties and responsibilities, act ethically and ensure that you place RA Tas' interests before personal interests
2. Board Members are expected to be prepared for meetings, on time and having read the material provided
3. A strong understanding of the difference between a Board's governing role and the operational management of the organisation
4. Ability to function as an effective member of a team while at the same time being prepared to ask questions and engage in robust debate with management and other Board members where appropriate
5. Communicate effectively, tactfully and respectfully in a group context
6. Highly developed interpersonal skills
7. Demonstrated good business instincts and acumen and be able to distil the key points from a variety of information sources
8. Actively contribute to RA Tas and its business as appropriate
9. Become a member of the organisation

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Special Requirements

- Appointment to this position is subject to a satisfactory National (and where applicable International) Police Check and Working with Vulnerable People Check
- Completion of Safeguarding Children training
- Some intrastate travel may be required

Approval



John Rowland

Chairperson

September 2026

