

Position Description

Position:	Board Director
Location:	Mansfield, Victoria or remote
Remuneration:	Voluntary
Term of appointment:	Three year term, with a maximum of three terms (nine years)
Review Date	14 Oct 2027

Purpose Board Directors are responsible for the governance of Mansfield Autism Statewide Services. Directors act in the best interests of the organisation and provide strategic leadership, oversight and stewardship to ensure Mansfield Autism remains sustainable, compliant, safe and effective in achieving its purpose. The Board governs the organisation while the CEO is responsible for operational management. The Mansfield Autism Board is the governing body of the organisation and derives its authority from the Constitution and relevant legislation. The Board is responsible for: • Setting the strategic direction of the organisation. • Appointing, supporting and evaluating the CEO. • Monitoring organisational performance against strategic objectives. • Ensuring compliance with legal, contractual and ethical obligations. • Promoting a culture of safety, safeguarding, inclusion and rights. • Overseeing organisational risk management. • Ensuring the organisation's financial sustainability and long-term viability. • Maintaining accountability to members, clients, families, funders, partners and other stakeholders. The Board does not engage in day-to-day operations or staff management, which are the responsibility of the CEO and leadership team.

Key Accountabilities	
Area	Activities
Strategy and Organisational Direction	• Develop and review the strategic plan. • Take a long-term and strategic view of organisational opportunities and challenges. • Monitor progress against strategic goals and objectives. • Support the mission, vision and values of Mansfield Autism.
Governance and Compliance	• Ensure the organisation complies with applicable legislation, regulations, service agreements and quality standards. • Monitor organisational policies and governance systems. • Act in accordance with fiduciary duties and the Constitution. • Declare and appropriately manage conflicts of interest.
Risk Management	• Review organisational and strategic risks. • Determine the organisation's risk tolerance. • Monitor the effectiveness of risk controls and mitigation strategies. • Participate in annual reviews of the organisational Risk Register. • Promote a proactive approach to identifying and managing risks.
Financial Stewardship	• Approve the annual budget. • Review regular financial reports and organisational performance.

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	• Monitor the financial sustainability and viability of the organisation. • Ensure appropriate financial controls, accountability and reporting systems are in place.
CEO Oversight	• Appoint and oversee the performance of the CEO. • Establish clear delegations and accountability arrangements. • Maintain a constructive and respectful governance partnership with the CEO.
Safety and Safeguarding	• Promote a culture of safety, rights and inclusion. • Ensure appropriate systems exist to safeguard children and vulnerable people. • Monitor incidents, complaints, quality outcomes and organisational responses. • Support Mansfield Autism's commitment to cultural safety, diversity and human rights.
Quality and Continuous Improvement	• Promote a culture of continuous improvement throughout the organisation. • Review quality improvement activities and outcomes. • Monitor implementation of actions arising from audits, incidents, complaints, stakeholder feedback and risk reviews. • Consider opportunities to improve services, systems and organisational effectiveness.
Stakeholder Accountability	• Consider feedback from participants, families, carers, staff and other stakeholders when making governance decisions. • Ensure organisational planning and service delivery remain responsive to community needs. • Support transparency through accurate reporting and effective stakeholder communication.

Governance principles

Directors are expected to uphold the following principles:

- **Best Interests of the Organisation:** Directors act solely in the interests of Mansfield Autism and avoid personal gain or improper influence.
- **Leadership:** Directors actively promote the mission, values and reputation of Mansfield Autism within the community.
- **Strategic Focus:** Directors focus on governance, strategic direction and oversight rather than operational management.
- **Accountability:** Directors maintain transparency and accountability to members, stakeholders and the broader community.
- **Partnership:** Directors work collaboratively with fellow Board Directors and the CEO in a constructive and respectful manner.
- **Safety and Inclusion:** Directors champion safeguarding, cultural safety, disability rights, diversity, equity and inclusion.
- **Continuous Improvement:** Directors commit to ongoing learning, professional development and board performance improvement.

Skills, Knowledge & Experience

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Experience	At least two years of governance experience on a Board or a Board Committee, or similar
Skills, knowledge and specialist expertise	• Strategic thinking and sound judgement. • Ability to analyse risk and organisational performance. • Financial literacy sufficient to understand budgets and financial reports. • Commitment to ethical decision-making and good governance. • Strong communication and collaborative decision-making skills. • Understanding of, or willingness to learn about, disability services, safeguarding, NDIS requirements and community sector governance.
Training and development	Board Directors are expected to participate in induction and ongoing training, including governance, financial management, risk management, NDIS compliance, safeguarding and any legislative changes relevant to the organisation.

Mansfield Autism Statewide Services are committed to promoting and protecting at all times the best interests of children and young people involved in its programs. Any child having contact with Mansfield Autism Statewide Services has the right to feel safe and be safe. The wellbeing of children in our care will always be our first priority, and we have zero tolerance to child abuse. All Board Directors must have/or be willing to apply for a Working with Children Check, a Police Check and show they are not on Worker Disability Exclusion Register.