

Position Description

POSITION TITLE:	Board Member
CLASSIFICATION:	Voluntary – Elected
SECTION:	Board
LOCATION:	South Australia
STATUS OF APPOINTMENT:	Part time, Voluntary
HOURS PER MONTH:	<ul style="list-style-type: none"> ● Approx. 4 hours/week ● Board meeting schedule - as advised ● Committee meeting schedule - as advised ● Other Time Commitments - Representing South Australian Social Enterprise Council at events on an as needs basis, 4-6 times a year on average
DATE	March 2021

UNIQUE VALUE-ADD / PURPOSE

The role of the Board Member is to work collaboratively as a Board Member of the South Australian Social Enterprise Council Board, agreed to accept and be bound by the provisions of South Australian Social Enterprise Council Constitution and ensure the organisation is operating at its optimum.

Professional	Competencies
Responsibilities	<ul style="list-style-type: none"> ● Punctual and regular attendance at meetings ● Preparation for meetings with reading papers ● Participation in all meeting discussions ● Participate in annual Board/Board member evaluation; and succession planning activities as relevant ● Understand all aspects of the role's requirements including legal, ethical, fiduciary and financial ● Willingness to serve on a South Australian Social Enterprise Council Committee of the Board as required, attend Committee meetings and participate in the work of the group
Strategic	<ul style="list-style-type: none"> ● Understand all aspects of the organisation's strategic directions ● Contribute with constructive questioning and effective decision-making
Financial	<ul style="list-style-type: none"> ● Ability to read, understand and raise questions on the organisation's financial situation ● Contribute to current and future viability requirements
Legal	<ul style="list-style-type: none"> ● Understand and oversee compliance with numerous laws ● Understand the individual member's legal duties and responsibilities
Risk Management	<ul style="list-style-type: none"> ● Review and oversee the major high level risk areas for the organisation
People Management	<ul style="list-style-type: none"> ● Contribute to workforce development ● Participate in strategic vision and stakeholder communication
Industry Knowledge	<ul style="list-style-type: none"> ● Knowledge of statutory requirements for the social enterprise and not for profit sector
Personal	Competencies
Integrity	<ul style="list-style-type: none"> ● Act ethically and with integrity at all times, follow Code of Conduct principles ● Place organisation's interests before personal interests.

Conflicts of Interest	<ul style="list-style-type: none"> ● Declare and act on any real, apparent or potential conflicts of interest¹. <i>See clarifying note below.</i>
Collaboration	<ul style="list-style-type: none"> ● Ask questions appropriately, seek to reach agreement for the best outcomes for the organisation, create effective working relationships with all other Board members and relevant workforce
Communication	<ul style="list-style-type: none"> ● Use high level interpersonal communication skills, participate in robust discussions ● Allow everyone’s opinions to be heard ● Demonstrate empathy, respect and genuine interest for the benefit of the organisation
Contribution	<ul style="list-style-type: none"> ● Contribute actively to all business arising
Reputation	<ul style="list-style-type: none"> ● Embed South Australian Social Enterprise Council’s role as the SA peak body for social enterprises in a positive way

STANDARD CONDITIONS

- The Incumbent must observe all lawful intentions and instructions and abide by the South Australian Social Enterprise Constitution, and Policies and Procedures.

WORKING RELATIONSHIPS

- This role is accountable to the South Australian Social Enterprise Council’s members as outlined in the Constitution.
- This role is accountable to the South Australian Social Enterprise Council Board as peers.
- This role works in close collaboration with the Chairperson, Board Members and other South Australian Social Enterprise Council workforce.
- As volunteers, Board members are part of the South Australian Social Enterprise Council workforce.

PERSON SPECIFICATION

Knowledge and Experience

Essential:

- Knowledge and experience working for and/or founding/leading a social enterprise;
- Understands strategies for influence and advocacy to enable the further development of a thriving South Australian Social Enterprise ecosystem;
- Experience developing revenue streams to contribute to sustainable social enterprise business;
- Has experience in governance of a not for profit

Desirable:

- Experience and/or knowledge of running not-for-profit peak organisations

Qualifications

Desirable:

- Australian Institute of Company Directors, Company Directors Course completed

Personal Abilities, Aptitudes, Skills

Essential:

- Professionalism, strong ethics, diligence and integrity
- Commitment to the vision and work of the South Australian Social Enterprise Council and the mission and objects of the Constitution
- High level interpersonal communication skills, including negotiation
- Energetic, enthusiastic team member
- High level decision-making and sound judgement abilities

¹ AICD Principle 9: Conduct and compliance

- The capacity to develop strong and collaborative relationships within the Board, and in a broader context;
- Innovative and enterprising

VOLUNTEER AGREEMENT

Board Members Name:

Board Members Signature:

Date:

ORGANISATIONAL ACCEPTANCE

Organisational Representative Name:

Organisational Rep Signature:

Date: