

Position Description

Job Title	Board Director
Department	CHF Board of Directors
Reports To	CHF Board of Directors
Location	Board Meetings are held in various States
Employment Status	Three-year term, participating in a minimum of five Board Meetings annually, requiring interstate travel. In addition, Board Members are required to join one of two CHF sub-committees that meet via videoconference quarterly
Remuneration & Benefits	Voluntary

About the Consumers Health Forum of Australia

The Consumers Health Forum of Australia (CHF) is the national peak body representing the interests of Australian healthcare consumers and works to achieve safe, quality, timely healthcare for all Australians, supported by accessible health information and systems. Our vision is a world class healthcare system enhancing the well-being of consumers and communities. Our mission is to draw on consumer and community insights and experience to relentlessly drive innovations and improvements to the Australian healthcare system.

Values and Behaviours

Our Values:

- We work together with our members, partners and with our fellow stakeholders.
- We respect the expertise, knowledge and skills within the outside our organisation.
- We are committed to excellence.
- We act with integrity.
- We are daring in the pursuit of our purpose.

CHF is an equal opportunity employer and committed to a fair, non-discriminatory workplace that maximises the talent, potential and contribution of all. CHF:

- recognises the contribution that a diverse workforce makes to continuous improvement and service delivery and is an Equal Opportunity Employer, and
- values an inclusive workplace that embraces diversity and strongly encourages applications from First Nations people, people with a disability, people from the LGBTIQ community and people from culturally diverse background.

The CHF is committed to minimising its environmental impact and requires all staff to comply with its environmental strategy.

To learn more about CHF please visit our [website](#).

Job Overview

Job Summary

As a CHF Director, you would help to steer the organisation towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as working with the CEO and CHF Management to enable the organisation to obtain the resources, funds and personnel necessary to implement the organisation's strategic objectives.

Key Responsibilities

As a Director, you will:

- Prepare for, attend, and contribute to regular Board meetings. Quarterly Board meetings are held in person, with the locations to be discussed and agreed upon at the end of each year.
- Actively participate on at least one subcommittee or working group.
- As needed, participate in consultation processes or liaise with MPs, local councillors or government officers.
- Attend governance training as needed.

Skills & Personal Qualities

Skills in governance and strategy are vital, as well as skills in areas of finance, marketing, communications, technology and law. In accepting the position, Board members undertake to provide sound governance and effective leadership to the organisation by ensuring that the organisation has:

- Clear strategic directions and achievable plans in line with its purpose and values
- Adequate resources to carry out its work.
- Competent personnel
- An effective policy framework to guide its work, implement its plans and meet its obligations.
- Adequate internal controls to ensure sound financial management, risk management and legal compliance.
- Adequate internal accountability mechanisms to ensure compliance with policies and procedures and to monitor organisational performance.

Key Selection Criteria

1. Experience in the Health or Human Services sector
2. Experience in a governance related role such as company secretary, board roles, audit and compliance, risk assessment, or governance.
3. Qualifications in finance
4. Experience or interest in the operation or governance of community organisations or incorporated associations. Prior experience on a Board or regular provision of reports to a Board well regarded.
5. Strategic planning, critical thinking and influencing skills.
6. Ability to work cooperatively.
7. Excellent communication skills.

8. Experience in at least one of governance, legal, advocacy, marketing and communications, risk management, facilities management or procurement, or human resources is desirable.
9. Experience in building partnerships, both corporate and government.

Excellence

Actively participate and contribute to continuous improvement activities that support a culture of excellence and comply with relevant legislative requirements.

Workplace Health and Safety

The CHF requires Directors and Staff to comply with WHS regulations, legislation and organisational policies and procedures. Directors and Staff will:

- take reasonable care for own health and safety, and
- take reasonable care for the health and safety of others including the implementation of risk control measures within their control to prevent injuries or illnesses

Important position requirements

As a Board Director, you must act:

- Honestly and in good faith
- In the best interests of your organisation
- With integrity
- In a financially responsible manner
- With a reasonable degree of care, diligence and skill
- According to the Act or document that founded your organisation.

Please note that on 1st November 2021, a new corporate compliance requirement for Directors was introduced, requiring Directors to obtain a Director’s identification number. A Director ID is a unique identifier that a Director will apply

for once and keep forever. The following is required to create your Director ID number. You need to be set up on MyGovID firstly. Please note your MyGovID is different to your MyGov number. You may have already set your MyGovID up if you downloaded and linked your vaccination certificate.

Applying for your MyGov ID number: <https://www.mygovid.gov.au/set-up>

Applying for your Director ID number: <https://www.mygovid.gov.au/set-up>

How to apply

Please email Membership@chf.org.au with the subject line “CHF Board Director Application”, and provide a brief description of who you are, and the skills and experience you can bring to Consumers Health Forum of Australia Board of Directors.

Author:	Human Resources	Date:	November 2023
Approved By:	CEO	Date:	November 2023
Last Updated By:	Human Resources	Date:	November 2023
Version No.:	V1	Reason for update:	New Position Description