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| **Position Description** **Appointed Director for the Board of Safe and Equal Inc** |
| **Organisational Context** |
| Domestic Violence Resource Centre Victoria (DVRCV) and Domestic Violence Victoria (DV Vic) have united to form Safe and Equal, combining over thirty years of experience in advocacy and innovation for change in the family violence sector.Safe and Equal is the peak body for specialist family violence services that provide support to victim survivors in Victoria. Our vision is a world beyond family and gender-based violence, where women, children and all people from marginalised communities are safe, thriving and respected.The interests of people experiencing, recovering from, or at risk of, family violence is at the heart of everything we do. We recognise the gendered nature of violence in our society, and the multiple intersecting forms of power and oppression which can compound the impacts of violence and limit people’s access to services, support and safety. We work closely and collaboratively with other organisations and support the leadership of victim survivors to amplify their voices and create change. We provide specialist expertise across primary prevention, early intervention, response and recovery approaches and the inter-connections between them. Safe and Equal holds a central position in the Victorian family violence system and its strategic governance. We are committed to being an independent voice to effect sustainable and purposeful systemic and social change.  |
| **Organisational values** |
| All employees and Board members of Safe and Equal are expected to work in a way that supports the organisational values:* We are accountable, act ethically and have integrity.
* We are independent, expert and trusted.
* We are curious and courageous, we learn, and from this we create opportunities.
* We work with care, kindness and compassion.
* We create our own future.
* We strive for gender equity and a socially just world.
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| **Diversity and Inclusion** |
| Safe and Equal is the peak body for specialist family violence services that provides support to victim survivors in Victoria. The interests of people experiencing, recovering from, or at risk of, family violence is at the heart of everything we do. Our vision is *a world beyond family and gender-based violence, where women, children and people from marginalised communities are safe, thriving, and respected*. We apply an intersectional feminist lens in our work to address family and gender-based violence and their intersections with other forms of violence, oppression, and disadvantage.At Safe and Equal, we are committed to creating a diverse and inclusive organisation. We strongly encourage people from diverse backgrounds to apply to work with us, including Aboriginal and Torres Strait Islander people, people of colour and people from migrant and refuge communities, people of any age or gender, lesbian, gay, bisexual, trans and gender diverse, intersex and/or queer (LGBTIQA+) people, people with lived experience of family violence, and people with disability. We also consider applicants regardless of contact with the justice system and experiences of criminalisation, consistent with our legal requirement. If you have any support or access considerations that requires accommodation, we encourage you to let us know.We are an Equal Opportunity and affirmative action organisation/employer and do not tolerate any form of discrimination or harassment.We are aware that employees have different needs and responsibilities and recognise the importance of work and home life balance and prioritise flexible work practices. If you are interested in the role but feel you may not meet the full range of selection criteria, we encourage you to contact us to discuss your experience and application for this position. At Safe and Equal we celebrate and support difference and know that one size doesn’t fit all – we endeavour to be flexible, meet your needs, and support you at every stage of your contact with us. |
| **Role context and responsibilities** |
| Safe and Equal is looking to appoint a non-elected Board member for a term of three years, with the intention that the Board member would have the capacity and skillset to take over the position of Treasurer in December 2024, should they be appointed to the role in line with the standard office-bearer appointment process for the Safe and Equal Board. **Responsibilities of the Board**In accordance with the Constitution, Board Directors are responsible for managing the affairs and strategic directions and overseeing the legal and financial responsibilities of Safe and Equal. This includes responsibility for managing the funds of Safe and Equal and reporting on all activities undertaken by the Board. The Safe and Equal Board:* Is accountable for exercising the authority given to it in its Constitution and all relevant legislation and statutory requirements.
* Sees its role as one of governance and holds its CEO accountable for the management of all delegated responsibilities and the day to day running of the organisation.
* Exercises due diligence, fiduciary responsibility and ensures that reputation and risk is identified and managed.
* Is accountable for the overall performance of the organisation and for ensuring it is managing in a responsible, ethical and competent manner.
* Is responsible for determining Board development, discipline and for its own performance and processes.
* Sets the board's work plan and agenda for each calendar year.
* Establishes the extent of the CEO's authority through the Delegations Policy and Risk Management Framework, which is reviewed regularly.

All Safe and Equal Board members are expected to actively participate in the Board’s undertaking of its functions and act in accordance with the with the Constitution and governance policies of the Board.**Responsibilities of the Treasurer**In addition to these responsibilities and in accordance with the Constitution, the Treasurer of the Board is responsible for undertaking, or appropriately delegating the undertaking of, each of the following:* receive all moneys paid to or received by Safe and Equal and issue receipts for those moneys in the name of Safe and Equal; and
* ensure that all moneys received are paid into the account of Safe and Equal within a reasonable time after receipt; and
* make any payments authorised by the Board or by a General Meeting of Safe and Equal from Safe and Equal's funds; and
* ensure cheques are signed by at least 2 Board members.

The Treasurer must:* ensure that the financial records of Safe and Equal are kept in accordance with the Act; and
* coordinate the preparation of the financial statements of Safe and Equal and their certification by the Board prior to their submission to the Annual General Meeting of Safe and Equal; and
* ensure that at least one other Board member has access to the accounts and financial records of Safe and Equal.
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| **Expectations of Board members** |
| Board members will:* actively participate in bi-monthly Board meetings, including ensuring they have read the provided papers and any relevant background information required ahead of the meeting;
* comply with their duties as a Responsible Person under the ACNC Governance Standard 5;
* ensure they have declared any interests to the Board if and when they arise;
* engage collegiately and respectfully with other members of the Board;
* comply with the Board Constitution and Governance Framework.
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| **The knowledge, skills, experience, qualifications and clearances required for this role are:** |
| **Essential** | * Strong understanding of accounting and the laws and regulations that govern an organisation's financial responsibilities.
* Strong understanding of financial management and risk management required of not-for-profit organisations.
* Demonstrated leadership skills and a personal commitment to the values of inclusion, integrity, equality, fairness, impartiality, and respect.
* Alignment with Safe and Equal’s organisational values, mission and purpose.
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| **Desirable** | * Previous high-level experience on a Board, as well as a strong understanding of governance processes and protocols
* Strong understanding of family violence and gender-based violence.
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| **Police Check** | A national police record check is required as part of the recruitment process. If you feel this could create a barrier for you, please contact us to discuss. A reported result on a police check will not necessarily prevent you being successful in this role. Results on a police check can be discussed and an assessment completed by Safe and Equal. |
| **Additional information** | * All shortlisted applicants will be subject to the ASIC 'Banned and disqualified' search.
* Board members will be required to complete the VRQA Responsible Person Form.
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