

Position Description

POSITION TITLE	Ordinary Board Member – Board of Management
EMPLOYMENT STATUS	Voluntary
WORK SETTING(S)	Head Office, Christie Centre
REPORTS TO	Board Chair

POSITION PURPOSE

The Board of Christie Centre Inc. seeks to appoint members whose skills align with the organisation's strategic priorities and complement the existing Board skill mix.

Board members provide governance oversight and strategic direction to ensure the organisation operates effectively, ethically, and in compliance with all regulatory requirements.

We particularly welcome expressions of interest from individuals with a legal background, who can contribute expertise in governance, compliance, and risk management. This is an opportunity to support a purpose-driven organisation and make a meaningful impact at a strategic level.

RESPONSIBILITIES & DUTIES

Governance & Strategy

- Contribute to the effective governance of the Christie Centre in line with legal and regulatory obligations
- Participate in Board discussions, providing independent and informed judgement
- Review and approve strategic plans, policies, and organisational direction
- Monitor organisational performance, including financial sustainability and risk management
- Support oversight of compliance with relevant legislation, including NDIS standards and the Disability Act 2006

Board Participation

- Attend Board meetings, AGM, and relevant sub-committees
- Prepare for meetings by reviewing Board papers in advance
- Contribute constructively to discussions and decision-making
- Undertake induction and ongoing training as required

Organisational Stewardship

- Act in the best interests of the Christie Centre at all times
- Maintain confidentiality of Board discussions and organisational information
- Promote a positive profile of the organisation within the community
- Support fundraising and community engagement activities as appropriate

Position Description

Conduct & Ethics

- Declare and appropriately manage conflicts of interest
- Act with integrity, professionalism, and respect in all Board interactions
- Avoid any improper use of position or information

KEY SELECTION CRITERIA

We are seeking Board members who demonstrate:

- Experience, knowledge, or qualifications in one or more of the following areas: Legal, Governance, Risk, Finance, Strategy, Human Resources, Community Engagement, or related fields
- Understanding of corporate governance and strategic oversight
- Strong ethical judgement and decision-making capability
- Ability to think strategically and contribute to Board discussions
- Commitment to the mission and values of the Christie Centre

Applications via letter outlining interest, skills and expertise to the attention of the Chief Executive Officer.

REQUIREMENTS, SKILLS & EXPERIENCE

Mandatory

- NDIS Worker Screening Check (State-based)
- Current National Police Check (minimum 3 months valid)

Personal Attributes

- Integrity and accountability
- Collaborative and respectful approach
- Willingness to ask questions and provide constructive challenge
- Genuine interest in improving outcomes for people with disabilities

AUTHORITY & RELATIONSHIPS

- Board members are collectively responsible for the governance of the Christie Centre and operate in accordance with the organisation's constitution, policies, and relevant legislation.
- Board members work collaboratively under the leadership of the Chair and alongside the Executive Officer.

Position Description

ORGANISATION

Company Overview

The Christie Centre Inc. is a highly respected disability service provider based in Mildura, Victoria. Established in 1954, Christie Centre Inc. is a local organisation providing group, individual support and employment services for individuals with disability through various services based on interests and needs with transition pathways for life long personal development.

Company Values

The Christie Centre Inc. is committed to constant service improvement requiring deliberate and sustained effort and a learning culture. The Christie Centre encourages a self-directed team approach, taking responsibility for required actions and following processes is important.

The Christie Centre's mission is to support people to have meaningful lives in their community.

We aspire to grow through efficient delivery of person-centred services that meet the goals and needs of the individual. Our Four Pillars, along with our Vision, Mission & Values are the foundation that underpins and guides our strategic direction:

- Be a valued and preferred provider
- Cultivate inclusive, flexible and accessible services that are valued and chosen
- Provide excellence in service and support
- Promote independence, meaningful engagement and inclusion for people with disability, supported by a flexible and value-driven workforce
- Build on sustainability
- Ensure our organisation is sustainable and offers value for money and opportunities for growth and development
- Advocate for community engagement
- Engage and listen to people with disability and nurture meaningful lives without boundaries.

Occupational Health and Environmental Safety

At Christie Centre, everyone plays an important role in creating and maintaining a safe, healthy, and supportive workplace.

All Christie Centre employees are expected to:

- Take reasonable care of their own health and safety, and the health and safety of others in the workplace.
- Follow Christie Centre infection prevention and control policies and procedures.
- Use equipment and personal protective equipment provided to support health and safety at work.
- Cooperate with and follow reasonable health and safety instructions from Christie Centre.

Position Description

- Support Christie Centre in meeting our duty of care, including taking part in hazard identification and workplace inspections when required.
- Comply with all Christie Centre occupational health and safety policies, procedures, and guidelines.
- Ensure that health and safety equipment or processes are used appropriately and not interfered with or misused.

Under Section 21 of the Occupational Health and Safety Act 2004 (Vic), Christie Centre has a responsibility to provide and maintain a working environment that is safe and free from risks to health, so far as is reasonably practicable. This includes taking steps to ensure employees are not placed at risk of injury while carrying out the duties of their role.

To support this commitment, Christie Centre requires that all candidates and employees have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for, or have been accepted into.

If a potential risk is identified and there is a need to better understand an individual's ability to safely perform their role, Christie Centre may, with the consent of the candidate or employee, arrange an independent medical assessment. This process helps to ensure that all staff can work safely and reduces the risk of injury or aggravation of any existing condition.

Christie Centre Inc. is a smoke free workplace

AGREEMENT

I acknowledge that I have received a copy of this position description. I have read and understand the requirements of this position. I agree to work in accordance with this position description, the legislative requirements and policies and procedures of the organisation.

Volunteer Signature

Date

Print Name

CEO/Coordinator Signature

Date

Print Name