

EXPRESSIONS OF INTEREST

DIRECTOR POSITIONS ON BOARD OF METRO ASSIST LIMITED (Voluntary role)



Directorships on Board of Metro Assist Limited

Metro Assist Limited is a not-for-profit organisation with 32 years in providing community services in the Inner West and Canterbury Bankstown areas including settlement services for newly-arrived migrants and refugees, family services, tenant advocacy, financial counselling, employment support and community engagement activities.

Applications are invited from individuals with relevant governance experience to fill a number of Board vacancies. Ideally, candidates will have a working knowledge of contract management, be financially literate, understand risk management, bring business acumen to the organisation and contribute to setting mid to long-term business strategies; and be able to apply these skills and experiences in a not-for-profit environment.

Successful candidates would be appointed at the Annual General Meeting in November, following a nominations process.

Time commitments for Directors normally occur after-hours. The Board currently meets bimonthly, with sub-committee meetings in the intervening period and the occasional invitation to key stakeholder events.

Our core values are about:

- caring for people
- being respectful
- focussing on our clients' needs
- acting with honesty and integrity, and
- innovating so that our services are relevant and effective

Information:

Applicants are asked to complete the consent form and address the criteria in the candidate profile (form attached) and submit a current resume.

Please direct any enquiries to the Chair, Ms Elena Berrocal Capdevila, at eberrocalcapdevila@gmail.com or call 0404 380 433. Applications with completed forms and resumes can be emailed to the Chair at eberrocalcapdevila@gmail.com, or posted to PO Box 503, Campsie NSW 2194.

Applications must be received by close of business, **Friday 28 September 2018**.

About the role

Metro Assist Limited is a not-for-profit organisation which delivers a range of community services which are detailed on our website www.metroassist.org.au In 2016 the organisation's legal status transitioned from an Incorporated Association to a Company Limited by Guarantee. Annual reports for the past three years can be viewed at <http://www.metroassist.org.au/about-us/about-us-2.htm>.

Our constitution currently allows for 9 Directors.

- Directorships are voluntary positions with no sitting fees. Reasonable out-of-pocket expenses will be reimbursed.
- The Board meets after-hours (generally 6:00pm to 8:30pm) bimonthly at our main office in Level 2/59-63 Evaline Street, Campsie. Directors are encouraged to take up sub-committee roles with meetings which can be face-to-face or teleconference. Frequency of sub-committee meetings vary from monthly to quarterly meetings as determined by the Board. Sub-committees oversee finance, risk, social enterprise and strategic plan implementation.
- Current and new Directors are strongly encouraged to participate in an induction workshop to familiarise themselves with the organisation, its functions, key policies and Directors' responsibilities and to meet the leadership team. From time to time, specific workshops are run on such things as risk appetite or other Board and organisational development activities such as our annual strategic planning and review days.
- Directors may be invited to key stakeholder events or where a local MP or Minister may visit our programs or events.
- All Directors and staff are subject to Working With Children Check and Police Check, and must adhere to the organisation's Code of Conduct.

Workload

The contribution of Directors impacts on the Board's overall performance. As a guide:

- There is an expectation that Directors have an 80% participation rate to ensure a quorum so that key decisions and the organisation's business is not delayed.
- Management will make every effort to circulate business papers with sufficient time for Directors to read and prepare any questions for the meeting. If there are no questions and recommendations arising from individual management reports, these will be taken as read.
- Business papers are distributed electronically. We are currently exploring ways of streamlining and cutting down reliance on paper-based reports by trialling an online platform.
- Sub-committee meetings focus on key elements in more detail. Sub-committees report and make recommendations to the Board, they cannot make decisions on behalf of the Board unless otherwise delegated.
- Directors may also receive email updates from the CEO around critical incidents and matters requiring urgent attention that occur out-of-session.