

EXPRESSIONS OF INTEREST

DIRECTOR POSITIONS ON BOARD OF METRO ASSIST LIMITED



Directorships on Board of Metro Assist Limited

Metro Assist Limited is a not-for-profit organisation with over 30 years in direct service delivery in the Inner West and parts of South West Sydney providing settlement services for newly-arrived migrants and refugees, family services, tenant advocacy, financial counselling, employment support and community engagement activities. We are currently seeking skilled and experienced people to fill a number of vacancies on our Board with three-year terms commencing from our Annual General Meeting in November this year.

Applications are invited from individuals with skills and experience in law, finance, risk management, business acumen, evaluation and financial literacy to support the Metro Assist's continuing development and whose values align to those of the organisation. An understanding of the not-for-profit environment would also be advantageous.

Time commitments for Directors are normally after-hours in the form of monthly Board meetings, involvement in sub-committees and representing the organisation at key events.

Organisational values:

Caring, respect, client focused, honesty and integrity, innovative.

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 inquiries to the Chair, Ms Elena Berrocal Capdevila, at eberrocalcapdevila@gmail.com or call 0404 380 433.

Applications with completed forms and resumes can be sent electronically to eberrocalcapdevila@gmail.com or by post to PO Box 503, Campsie NSW 2194. Applications must be received by close of business, Tuesday 3 October 2017.

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. The organisation changed its legal status one year ago from an incorporated association to a company limited by guarantee. Our constitution currently allows for 9 Directors and there are a number of vacancies which have arisen due to a rotation cycle, implemented to usher in new directors while retaining corporate knowledge of the organisation. Metro Assist Annual reports for the past two years can also be viewed at <http://www.metroassist.org.au/about-us/about-us-2.htm>.

- Directorships are voluntary positions with no sitting fees. Reasonable out-of-pocket expenses incurred in the role.
- The Board meets after-hours (6:00pm to 8:30pm) on a monthly basis at our main office in Evaline Street, Campsie. There may also be intervening requirements associated with sub-committees overseeing organisational finances and risk management. Sub-committees are usually held in work hours either face-to-face or through conference calls at times convenient to committee members.
- New Directors are strongly encouraged to attend 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 days.
- Directors are always invited to key events where there may be a ministerial presence.
- It is organisational policy that all Directors and staff are subject to various checks including Working With Children Check and Police Check.

Workload

The workload of Directors is directly linked to the overall Board performance. As a guide:

- Board meetings are held monthly from February through to December and there is an expectation that Directors have an 80% participation rate to ensure that a quorum is present and that the organisation's business is not held up. Preparation time is involved in reading business papers ahead of the meetings. Meetings take anywhere between 2½ to 3 hours, and preparation time could be around 1 to 3 hours.
- Sub-committee meetings play a vital role in examining key areas in more detail and can take between 1 and 1½ hours with preparation time of 1 to 2 hours. Sub-committees report and make recommendations to the Board.
- Business papers are distributed ahead of Board and sub-committee meetings. There is an expectation that Directors read and come prepared to meetings. Papers are distributed electronically through the organisation's CEO and/or Admin Officer and paper copies are available at Board meetings. We are currently exploring ways of streamlining and cutting down reliance on paper-based reports.
- Directors may also receive email updates from the CEO around critical incidents and matters requiring urgent attention that occur out-of-session.