



NATIONAL COUNCIL OF JEWISH WOMEN OF AUSTRALIA Vic

Jewish values inspire the National Council of Jewish Women of Australia Victoria (NCJWA Vic) to empower women to achieve their potential and improve the quality of life for all women, girls and their families.

We achieve this through our work within the Jewish and broader communities by:

- Empowering women at key points across the lifecycle
- Advancing the status of women and girls
- Promoting social cohesion and human rights
- Supporting the empowerment of women and girls in Israel

For more information, please see NCJWA Vic's website, www.ncjwavic.org.au

BOARD MEMBER POSITION DESCRIPTION

The NCJWA Vic Board (the Board) provides leadership and support to the NCJWA Vic. It is responsible for ensuring that NCJWA Vic fulfils its purpose and objectives and, in doing so, meets all the legal and moral responsibilities and requirements consistent with 'best practice' corporate governance.

A member of the Board is expected to know the organisation's mission, policies, programs and needs. The roles and responsibilities of a member of the Board include:

Leadership and oversight

- Be responsible for the general performance, good governance and integrity of NCJWA Vic by laying solid foundations for management and oversight
- Select and evaluate the performance of the CEO
- Work with other members of the Board to ensure the provision of leadership and strategic direction to the CEO
- Serve on at least one Board sub-committee and be prepared to take on special assignments

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131—133 Hawthorn Rd
Caulfield North VIC 3161

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ABN: 64 175 250 762
NCJWAVIC.ORG.AU



- Assist the Board Chair and CEO to identify and recruit other Board members
- Thoroughly read and understand the financial statements of NCJWA Vic and approve the annual budget, audit reports, and all material business decisions
- Meet all the legal responsibilities and duties of a Board member
- As a part of the Board's deliberations, regularly monitor and evaluate the performance and effectiveness of outcomes of NCJWA Vic's activities including assessment of risk
- Review Board papers, supporting materials and Board agenda prior to Board and committee meetings and actively participate in and contribute to all Board and committee meetings
- Represent NCJWA Vic to stakeholders and be an ambassador of the organisation
- Commit to NCJWA Vic values that reflect the community it serves and agree to be bound by the NCJWA Vic Code of Conduct

Fundraising and Development

- Serve as an active advocate and ambassador for NCJWA Vic and fully engage in identifying and securing the financial resources and partnerships necessary for NCJWA Vic to advance its mission
- Leverage connections, networks and resources to develop collective action to fully achieve the mission of NCJWA Vic
- Give a meaningful personal financial donation including membership of the Circle of Women
- Help identify personal connections that can benefit NCJWA Vic fundraising and reputational standing

Board Participation

- Prepare for, attend and conscientiously participate in all Board meetings
- Commit to a term as set out in the Rules of the organisation with an eligibility for re-appointment for an additional term.
- Attend NCJWA Vic events to provide support to the organisation where possible
- Respond promptly to all communication

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- Work co-operatively with other Board Members
- Maintain confidentiality about all internal matters of NCJWA Vic.
- Maintain sound working relationships with stakeholders

Qualifications

NCJWA Vic is looking for a passionate individual who values the mission and work of the organisation and demonstrates a commitment to the advancement of women. Its Board members have achieved leadership stature in business, government, philanthropy and the not-for-profit sector.

The ideal candidate will have the following qualifications and attributes:

- Professional experience ideally with executive leadership accomplishments in her sector
- Natural abilities for cultivating relationships and ability to engage with diverse individuals
- Passionate about the organisation's work and mission and shares its values
- Be of good character and well regarded in the community
- Financial membership of NCJWA Vic
- A valid police check and working with children check
- Previous board experience is valued but not essential

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