



Non-Executive Director Position Description

Who We Are

Northside Community Forum Ltd (Northside) is a leading not-for-profit organisation constituted as a public company limited by guarantee. The Constitution of the company requires our organisation to operate on a not-for-profit basis.

Northside Community Forum (trading as Your Side) is a leading provider of support services for older people, people living with disability, mental health, and their carers throughout Sydney. Established 30 years ago, we've kept our commitment to give people greater choice and to enhance their independence and wellbeing. We continue to do that every day by providing our customers total care solutions as a one-stop shop for all their service needs.

Our Future

Northside Community Forum is established for benevolent relief purposes, working for the relief of poverty, sickness and distress of people arising from old age or disability.

Our **Vision** is that every life can be a good one.

Our desired state is to expand geographically to increase our impact and diversify Northside Community Forum to a multi service partner of care and wellness, with an annual turnover of \$20M - \$30M.

Values

Customer Focus - We recognise that the support and assistance we provide is critical to the wellbeing and independence of our clients. We respect their choices as individuals, and we understand and accept our responsibility to be mindful and responsive to their needs.

Reliability - We deliver reliable service outcomes to our clients, our service delivery partners, our funders and the community as a whole.

Integrity - We act honestly, consistently and transparently with one another and in the best interests of our clients and our funding bodies at all times. We are accountable for our actions and understand their importance to our clients and the community.

Quality - We encourage innovation and improvement. We provide consistent quality leadership and financial efficiency. We are future focused and continue to develop our knowledge and skills to ensure that Northside is sustainable and effective into the future.

Responsibilities:

The functions of the Board are set out the Board Charter and include:

- a. Setting corporate objectives, strategies and policies.
- b. Oversight and monitoring the performance of the Company.
- c. Ensuring that the Company has processes in place that support adherence to appropriate standards and values and that required policies are developed and followed.

Within that framework, individual directors must:

- a. Satisfy the responsibilities of directors under the Northside Constitution and relevant legislation.
- b. Have a good working knowledge of Your side's governing documents, including the constitution and Board Charter.
- c. Commit to and comply with Northside's Board Code of Conduct.
- d. Contribute actively as a Director, including participating in Board committees and working groups and taking an active part in Northside's functions.
- e. Support the Chief Executive Officer in the discharge of his or her responsibilities.

Skills and Qualities

The skills, knowledge and attributes required in the Board as a whole are listed in the Skills, Knowledge, Attributes (SKA) matrix which covers:

- Knowledge and technical experience
- Industry knowledge/experience
- Governance competencies and
- Behavioural competencies

The Board regularly reviews the attributes of its members and identifies gaps which may be addressed by recruitment or professional development.

In general, individual directors will have:

- A strong and demonstrated commitment to the Vision and Values of Northside.
- A depth of experience and understanding, preferably at executive or Board level, in one or more of the following areas: technical knowledge and experience, industry knowledge and experience, and governance competencies.
- Effective communications skills in order to fully participate in Board discussion and decision making.
- Connections and relationships that can help build Northside's influence and sustainability in the community sector and beyond.
- Curiosity and courage – the curiosity to ask questions and the courage to persist in asking or to challenge management and fellow board members where necessary.
- Instinct – good business instincts and acumen, ability to get to the crux of the issue quickly.
- Respect for colleagues, personal humility and willingness to listen.

All Non-Executive Directors are required to undergo Police and Working with Children Checks.

Duration

Directors are elected/appointed for an initial three-year term and can be re-appointed/re-elected for further terms.

Remuneration

Board members are paid a quarterly stipend and reimbursed for valid director expenses and training and development expenses.

Commitments

The Northside Board currently meets up to 12 times a year; regular teleconferences and has up to two days for strategic planning and/or Board development. Directors recognise that their responsibility requires involvement in other ways, including contributing to the work of Board committees and project working groups, liaison with management in specific areas and discussion/consideration of issues between Board meetings.