

Carers Australia Board Director Position Description

About Carers Australia

[Carers Australia](#) is the national peak body representing Australia's unpaid carers, advocating on their behalf to influence policies and services at a national level.

Our purpose is to enrich the lives of carers through the creation of carer-led national policy, which shapes social change and a strong carer economy.

About the role

We are seeking an Independent Board Director to join the Board of Carers Australia. This is one of two independent Board Directors appointed by the Carers Australia Board. The Board also consists of eight member-appointed Directors. Further information is available in the Carers Australia [Constitution](#). A Carers Australia Board director is required to attend approximately four Board meetings per annum and is expected to participate in a Board committee.

Some interstate travel is anticipated, although meetings have a virtual option. In addition, it may be necessary to take part in ad hoc video or teleconference calls or out of session Board decisions for management/financial reporting as emerging issues arise.

Although eight of the 10 (maximum) members of the Board are nominated from the member state associations, the Board's aim is to have a diverse skillset. It considers required competencies regularly and support is available to build competency of individual directors and the Board as a whole. This is through a formal Board induction program, ongoing support from the Company Secretary, and Board training and information sessions e.g. finance, risk, work health and safety, etc.

Member-appointed directors must make decisions in the best interest of Carers Australia, and have a fiduciary responsibility to Carers Australia Limited, regardless of their role within their nominating organisation.

Competencies – role related:

A Board director is expected to be competent in the following areas:

- Knowledge of a director's responsibilities – includes an understanding of the role as well as the legal, ethical, fiduciary and financial responsibilities
- Strategic expertise – the ability to review strategy through constructive questioning and suggesting and contributing to effective decision making of the Board
- Accounting and finance – the ability to read and comprehend, or ability to quickly obtain understanding of, Carers Australia's accounts, financial material presented to the Board, financial reporting requirements and some understanding of corporate finance
- Legal – the Board's responsibility involves overseeing compliance with numerous laws as well as understanding the individual director's legal duties and responsibilities
- Risk management – understanding of, or ability to quickly obtain understanding of, managing areas of major risk to the organization
- Managing people and achieving change – understanding of, or ability to quickly obtain understanding of, current management thinking on employment, branding, engagement, strategic vision and stakeholder communication, and executive

remuneration and compensation

- Industry knowledge – experience in similar organisations or industries, or experience in industries relevant to the function of the Board e.g. financial, legal.

Competencies – personal:

- Lived experience – we encourage applications from those who have personal experience as an unpaid Carer.
- Integrity – fulfilling a director’s duties and responsibilities, acting ethically, appropriate independence, putting the organisation’s interests before personal interests (including the nominating Voting Member entity)
- Collaborative yet curious and courageous – a director must be able to function as an effective team member but also have the curiosity to ask questions and the courage to persist in robust discussion with management and fellow Board directors where necessary
- Emotional intelligence – as well as self-awareness and self-management, a director needs to demonstrate empathy manifested through strong interpersonal skills. A director must work well in a group, listen well, be tactful yet able to communicate a cogent and candid viewpoint.
- Not-for-Profit sector judgement and instinct – a director needs to demonstrate good business instinct and acumen and be able to assimilate and synthesise complex information.
- An active contributor with genuine interest in Carers Australia and its business.

Travel and other expenses

Travel and accommodation expenses related to attendance at Board and related events are covered by Carers Australia. Director roles are not remunerated.

Questions and applications

Please refer to Chair of the Board David Quilty with questions (chairperson@carersaustralia.com.au).

A covering letter outlining competencies and a CV are required when applying (send to chairperson@carersaustralia.com.au). Applications close 19 January 2025.