Position Description

RDAS Board Director

About Regional Disability Advocacy Service Ltd (RDAS)

RDAS is a non-Government, not-for-profit, registered charity that assists people with disability residing throughout North East Victoria and Southern NSW.

The origins of RDAS date back to July 1990 when the Disability Persons Regional Council – Upper Murray was established. It later changed its name to Disability Advocacy & Information Service (DAIS) in 1999. Meanwhile the Disability Advocacy Network (DAN) commenced in June 1992 in Wagga Wagga. DAIS & DAN merged in July 2017 to become Regional Disability Advocacy Service.

Our mission is to empower, inform and advocate for people with disability so they can live the life they choose.

Under the RDAS Ltd umbrella, there are two separate business arms:

(1) Regional Disability Advocacy Services (RDAS); and
(2) Plan & Connect

RDAS is funded by the Victorian and Federal Governments to provide independent and free advocacy services to people with disability to ensure their equality of rights and increased integration into the community.

RDAS advocates support hundreds of people each year to resolve issues and improve their quality of life. Support can include attending meetings, court appearances, writing letters, navigating the NDIS or appealing decisions. We deliver community education sessions, teach self-advocacy skills and address systemic advocacy challenges.

Plan & Connect is a registered NDIS support coordination and plan management business, however they do not provide any direct NDIS services. This means they source services to match the unique requirements and expectations of their participants and their families.

With offices in Wodonga, Wangaratta, Griffith & Wagga Wagga, RDAS supports residents across 34 local government areas spanning North East Victoria and Southern New South Wales.

The Position

The role of the Board is to ensure satisfactory delivery against the organisation's mission, set and review its strategic direction, ensure good governance and monitor risks.

The Board is responsible and accountable for ensuring and monitoring that the organisation is performing well, is solvent, and is complying with all its legal, financial, and ethical obligations.

The Board is responsible for leadership and stewardship of RDAS, ensuring the well-being of RDAS, now and in the future. The Board of RDAS are accountable to its members.

The board works as a collective, in that while each member has the right to express their own point of view and to vote for that position, once a collective decision has been taken, Directors are required to support that decision.

Responsibilities

The Board has the following responsibilities, which cannot be delegated to any other person or body:

a) **Review – ensuring that there is a system for the regular review of the effectiveness of its financial control, internal control and performance reporting**

b) **Compliance monitoring – ensuring compliance with the objectives, purposes and values of the organisation, and with its constitution**

c) **Organisational governance – approving governance policies, and any plans to achieve objectives with regular monitoring of performance against them**

d) **Strategic planning – reviewing and approving the strategic direction of the organisation**

e) **Regulatory monitoring – ensuring that the organisation complies with all relevant laws, regulations and regulatory requirements**

f) **Financial monitoring – reviewing the organisation's budget, monitoring management and financial performance to ensure the solvency, financial strength and controls**

g) **Financial reporting – considering and approving annual financial statements**

h) **Employing the EO – selecting, evaluating the performance of, rewarding and, if necessary, dismissing the organisation's Executive Officer (EO)**

i) **Delegations – by having the right formal structures and delegations to support ongoing and evidence based decision making**

j) **Succession and remuneration planning – planning for Board, EO and determining EO's remuneration**

k) Risk management – reviewing and monitoring the effectiveness of risk management and compliance in the organisation; agreeing or ratifying all relevant policies and decisions on matters which might create significant risk to the organisation, financial or otherwise.

l) Dispute management – dealing with and managing conflicts that may arise within the organisation, including conflicts arising between Directors or between Directors and the EO.

m) Social responsibility – considering the social, ethical and environmental impact of all activities and operations and ensuring that these are acceptable

n) Board performance and composition – evaluating and improving the performance of the Board.

o) Recruitment of new board members – establishing a recruitment panel and undertaking recruitment and assessment process as per the RDAS Staff Recruitment Policy

Additional responsibilities are outlined in the RDAS Board Charter which will be made available to successful candidates upon appointment.

Classification:	This is a voluntary role as per the RDAS Constitution
Experience:	The RDAS Board will favor applicants with disability or lived experience. Any previous direct employment within the sector and/ or specific knowledge of the key challenges faced by people with disability residing in regional areas will be highly regarded. Previous experience as a Board Director is ideal, however not mandatory. Previous experience with business strategy, governance, accounting, finance, risk, legal, and people/ culture would be favorable.
Prerequisites:	To become a Director, an applicant must firstly be a member of RDAS. As the constitution requires a minimum of three (3) Directors to have disability or be a carer of a person with disability, the RDAS Board will favor applicants with disability or lived experience.
Screening requirements:	All Directors of RDAS will be required to obtain and/ or confirm that they have and can maintain the following: • National Criminal (Police History) Record Check;

	• NDIS Workers Screening and Working With Children's Check (WWCC) • Director Identification Number • Consent to act as a Director of the Company • No restrictions of becoming a Director under the Corporations or the ACNC Act
Location:	**Candidates can be based anywhere in Australia, however the RDAS board will favour applicants from within our immediate service region.**
Current Directors:	**RDAS currently has seven Directors:** • Sheridan Leonard (Chairperson) • Alex Bond (Deputy Chairperson & Treasurer) • Paul Power • Colm Cox • Simone Woolhouse • Frances Kupke-Smith • Greg Davis **Additional details relating to existing Directors can be found on the RDAS website.**
Board Meetings	**Board meetings are bi-monthly on Wednesdays from 5.30 – 7.30pm with the occasional extraordinary meeting that could differ (such as the AGM or a strategic planning session). Dates are set each calendar year in advance.**
Committee Meetings	**Directors are expected to nominate and participate in one of three board committees:** • Risk & Governance • Finance & Audit • Culture & Wellbeing **Board committees generally meet less often from 12.30 – 1.30pm on their selected dates. Like Board meetings, dates are set each calendar year in advance.**
Meeting Formats:	**Board Directors can participate in meetings online or in person.**
Expectations:	**Individual Directors are expected to attend as many scheduled board and committee meetings as possible.** **Board & Committee Agendas and associated documents are circulated at least a week prior to any meeting. Directors are**

	expected to have reviewed the contents of these prior to any meetings.

Applying	
Applications:	To apply, please submit a current resume with completed application form to: Email: eo@rdas.org.au Post: ATTN Chairperson, 132 Melbourne Road, Wodonga VIC 3690
Further Information:	Should you have any questions or require additional information, please contact Ben Foley, Executive Officer and Company Secretary on 0412 697 300.

This document and any links can be provided in alternate formats or languages upon request.