



**THE HEALTHY  
COMMUNITIES  
FOUNDATION  
AUSTRALIA**



# Health for all.

## POSITION DESCRIPTION

# Director, Foundation Board

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<b>Remuneration</b>	Paid
<b>Term</b>	Initial term to December 2024 with possibility of extension
<b>Location</b>	The head office of the Foundation is in Collarenebri, NSW, but the board meetings virtually and has one face to face sessions in the regions or a city each year.

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## About Us

The Healthy Communities Foundation Australia Ltd (Foundation) was founded as a charity under the name of Rural and Remote Medical Services Ltd (RARMS) in 2001 by a group of concerned rural GPs and communities in north-western NSW that were experiencing challenges maintaining local health and hospital services.

We are the only major rural and remote health organisation in Australia headquartered in a rural town (Galariinbaraay/Collarenebri), bringing jobs and economic activity back to rural and remote communities, and ensuring our programs and strategies are informed by the unique knowledge and experiences of rural, remote and Aboriginal people.

Since 2001, the Foundation has supported more than 73 communities with a catchment of more than 500,000 people to sustain and grow local community health care, and to attract and retain medical workforce.

Today, The Foundation works with rural, remote, Aboriginal and other disadvantaged communities and groups to help them to identify local needs and priorities, design health and social care plans, and advocate for local solutions to local challenges.

This includes a strong focus on supporting communities to address the social determinants of health such as social housing, school resourcing, educational attainment, local training, employment and health literacy.

## Vision

Health for all

## Mission

Transform the way health care and community services are delivered in partnership with communities by advocating for policy change and mobilising resources to target diseases of disadvantage and achieve equitable access to health care.

## **Objectives**

1. Work with disadvantaged communities to help them to create places and contexts in which people can be healthy and thrive.
2. Foster ethical, equitable, innovative, integrated and collaborative health and community care solutions using new approaches and technology to improve outcomes for disadvantaged communities.
3. Build research and policy alliances to explore and promote best practice in building healthy and prosperous disadvantaged communities.
4. Advocate with disadvantaged communities for health, social, economic and environmental equity.
5. Continuously improve our financial sustainability, effectively manage risk, measure impact and become an innovation leader in employment flexibility, while minimising our environmental footprint, to ensure that we can continue to serve disadvantaged communities and the planet on which we live.

## **Role and Responsibilities**

Board Directors have legal responsibilities under common law and statute including duties to:

- Act honestly and in good faith in the best interests of the Foundation at all times;
- Perform competently by exercising care, skill and diligence in making decisions;
- Declare any conflict of interest, actual or perceived.

Individually, Board Directors must:

- Be diligent, attend Board and committee meetings and devote sufficient time to preparation for Board meetings to allow full and appropriate participation in the Board's deliberations;
- Respect the confidentiality of information and not disclose to any other person confidential information other than as agreed by the Board or as required by law;
- Participate (as required) in Foundation committee work and/or coordinating committees to ensure that all committees operate efficiently and are able to achieve their expected outcomes;
- Keep abreast of Foundation activities and be prepared to offer practical and considered suggestions and advice;
- Proactively help the Foundation in the community and not do anything that in any way denigrates the Foundation or its staff or communities, limits its capacity to deliver health and community services or harms its public image;
- Promote the Foundation and its work in your professional and personal networks to advance its strategy and financial goals;
- Act as a role model, change agent and professional exemplar in all matters concerning the Foundation.

Collectively, Board Directors are required to:

- Set strategic direction, including developing the mission, vision, strategic plan and key priorities of the Foundation;
- Govern the Foundation in accordance with the law, and its policies and procedures (this includes ensuring there is a clear delegation framework for decisions within the organisation and effective internal control systems to ensure compliance);
- Identify and characterise risk and opportunity relevant to the Foundation and ensure there are effective risk management strategies in place;
- Keep informed of the organisational environment and strategic opportunities and risks;
- Set performance management expectations for the Foundation (and its Chief Executive Officer (CEO)) and monitor organisational performance; and
- Share responsibility for the financial integrity and sustainability of the Foundation by monitoring the financial performance and health of the organisation (this includes ensuring the proper keeping of records, registers, accounts, reports and lodgement of documents).

Board Directors are expected to work together collaboratively to achieve the Board's purpose (as outlined above). The Chair and CEO are delegated by the Board to speak publicly on behalf of the Foundation.

## **Time Commitment**

Board members can expect to spend, on average, seven (7) hours per month on Board matters. The Chair of the Board and Chair of any Committees will spend significantly more time than that.

The annual functions and minimum time commitment are set out below:

- Board meetings: At least 4 Board meetings in each financial year of 1 to 3 hours duration (one held face to face and the remainder held via Video-conference)
- Planning Workshop: 1 full day each year
- AGM: at least one hour
- Participation in membership activities outside Board meetings (e.g. dinners, presentations, meetings) as required

## **Key Performance Indicators**

A Board self-assessment is conducted every 2 years to help identify skills and strengths of individual Board Directors that might enhance the Board's overall performance and/or any skills gaps. All directors are expected to participate openly and honestly in this review. The specific KPIs for directors are:

- Attendance by each Director at all Board meetings, and relevant committee meetings, each year;
- Participate constructively and positively in meetings including asking questions and challenging assumptions, in a way that is respectful and supportive.
- Observe at all times policies regarding anti-discrimination, bullying and harassment, geographic opportunity.
- Participation in activities outside Board meetings as required;
- Compliance (individually and collectively) as Directors with legal duties and obligations;
- Maintenance of sound working relationship with the CEO, committees, stakeholders, funders, government –Commonwealth, State and Local.
- Financial viability of the Foundation; and
- Responsiveness to communication/feedback.

## **General eligibility**

Board Directors may have one or more of the following qualifications for election or appointment to the Board:

- Relevant qualifications in corporate governance or appropriate levels of experience.
- Knowledge, experience and understanding of health, community services, social justice, regional development or similar.
- Strategic management experience in business, government, consultancy or non-profit organisations;
- Legal qualifications;
- Accounting qualifications;
- Marketing and/or sponsorship experience;
- Fundraising experience and/or understanding of public and philanthropic funding opportunities;
- Commercialisation experience;
- Proven experience in communicating;
- Substantial networks in relevant fields; and
- Field/technical health and/or medical experience.

Board Directors must have the following:

- Director Identification Number (DIN)
- Working with Children's Check (current and valid)
- Current Police Check (within 6 months)
- Evidence of relevant qualifications
- Evidence of right to work in Australia (Birth Certificate, Citizenship, Permanent Residency or Visa)