

## POSITION BRIEF – MEMBER OF NSW DIVISIONAL ADVISORY BOARD (DAB)

Position Title	Member	Department	Divisional Advisory Board
Location	NSW	Date Revised	

The vision of Australian Red Cross Society ('Red Cross') is "Human dignity, peace, safety and wellbeing for all."

The purpose of the Society is:

"Supporting and empowering people and communities in time of vulnerability, preventing and alleviating suffering across Australia and internationally through mobilizing the power of humanity."

### ■ Position Summary

Members of the Divisional Advisory Board ("DAB") work collaboratively to support the strategic objectives of the Australian Red Cross within NSW, provide advice and support to the Divisional Director and / or Manager and undertake the other DAB responsibilities and obligations set out in the Divisional Regulations (as summarised below).

This is a voluntary position which will primarily be undertaken through attendance at DAB meetings, member meetings and events/community functions. This advisory board role does not hold the fiduciary, oversight and compliance requirements that are required on a governance board, unlike the National Society board.

The NSW Divisional Advisory Board holds 6 to 8 board meetings each year. This may be face to face or via teleconference, as determined by the DAB. Members are expected to attend all of these where possible and attendance will be recorded by the secretariat and presented as part of the AGM.

The DAB operates in its State or Territory in accordance with the Royal Charter, the Rules and the Divisional Regulations of the Society, and under the formal delegations of the Australian Red Cross Board.

### ■ Position Responsibilities

The Divisional Regulations provide for the DAB to perform the following roles (as summarised below), and consequently each member of the DAB is responsible to ensure that the DAB fulfils these roles:

#### Key Responsibilities

##### Advisory role

- advise the Divisional Director on Divisional and where appropriate strategic Divisional issues;
- respond to any matters referred by the Divisional Director, as required;

Position description

Template authorised by: Janice Murphy, National Recruitment Manager

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- consider issues of significance to the Division and Australian Red Cross.

#### **Governance role**

- establish advisory committees of the DAB as required;
- establish and regulate Branches and Areas within the Division;
- approve or reject applications for membership, and suspend or terminate membership subject to current regulations and delegations.

#### **Promotion role**

- promote the recruitment of members and volunteers;
- make local awards and make recommendations for national awards to the National Awards Committee;
- actively promote the work of the Red Cross within the Division;
- in consultation with the State or Territory Divisional Director / Manager liaise with community, government and business leaders on behalf of the Division to achieve local strategy plan;
- in accordance with the Rules, appoint a Divisional Patron and a Vice-Patron or Vice-Patrons;

#### **Communication role**

- act as a communication channel for the views of members and volunteers; and
- report to members and volunteers on relevant national and Divisional priorities and activities.

In undertaking these responsibilities, a member of the DAB will develop strong and constructive relationships and communication with the DAB Chair and the Divisional Director/Territory Manager.

### **■ Position Information and Criteria – elected and appointed positions**

The membership of the DAB is made up of people who are elected by Governance Members in the Division and people who are appointed by the DAB.

The Divisional Advisory Board must comprise at least seven members and no more than twelve members who are elected or appointed for an initial period of two years, with the opportunity for re-election or reappointment to a maximum continuous period of office of eight years (or four terms of two years), with extended terms for the Chair and Deputy Chair in accordance with the Divisional Regulations. The number of elected members must be greater than the number of appointed members.

### **Skills, Experience and Attributes**

Red Cross strongly values diversity in a DAB and seeks people who have strong community, professional, business, or government experience and networks that can be relied upon to support organisational objectives. Red Cross aims to have a broad representation amongst DAB members which mirrors the community in which the Australian Red Cross operates.

Members who are **appointed** by the DAB are to have specific skills to further and promote the interests of the Division, as determined by the DAB. The factors set out below will be taken into account by the DAB in making any appointment. This position is for a two year term, for up to four continuous terms (8 years).

For members of the DAB who are **elected** by Governance Members in the Division, those nominating persons for election, the nominees and the Governance Members voting in an election are requested to take account of the factors set out above in their decisions. However, these factors are not conditions of eligibility to seek election or to be nominated for election. This position is for a two year term, for up to four continuous terms (8 years).

Skills, knowledge, and/or experience in the following areas will be highly regarded:

- knowledge of volunteer or member based organisations (including the Australian Red Cross membership network);
- relevant lived experience which will support and enhance the work of the Australian Red Cross, including cultural diversity.
- human services and the community sector including service development, delivery, and assessment;
- emergency and disaster management;
- digital and technological agility - understanding of digital transformation and disruption;
- entrepreneurial and start-up organisations;
- fundraising and philanthropic sector;
- strategic foresight and strategy implementation;
- international issues such as migration, international humanitarian law and humanitarian aid;
- executive level experience in change management, human resources, organisational development, governance, risk management and/or financial management.

**Eligibility** for election or appointment is set out below under the heading: “Eligibility”.

## Other Requirements

**Each DAB member must:**

- be culturally aware and appropriate, demonstrating cultural competency;
- act with integrity, and be capable of undertaking the role diligently, and diplomatically;
- be able to communicate and collaborate well with a range of individuals, stakeholders and partners;
- be willing and able to engage in member, volunteer and other public Red Cross activities;
- be willing and able to develop good interpersonal relationships, be resilient and build resilience in others.

## Eligibility

**To be eligible to join the Divisional Advisory Board (as an elected or as an appointed member) a person must –**

- be over 18 years of age;
- for **elected** positions: not be an employee of Australian Red Cross as at the date of closure for nominations nor have been an employee of the Society at any time within the period of twelve months prior to the date of closure for nominations;
- for **appointed** positions: not be an employee as at date of appointment nor have been an employee of Australian Red Cross at any time within a period of twelve months immediately preceding date of appointment;

- meet the relevant criteria set out below.

**To be eligible to be elected as a member of a DAB, a person must:**

- have been a governance member of Australian Red Cross for a minimum continuous period of six months in the period immediately prior to the date of nomination;
- be a governance member within the Division at the date of nomination; and
- be nominated by two governance members within the Division who have been governance members for a minimum continuous period of six months as at the date of the nomination.

**To be eligible to be appointed as a member of a DAB, a person must:**

- satisfy the criteria set out above; and
  - be of good standing, committed to improving humanitarian outcomes, and have the capacity to meet the expectations of this role; and
  - have relevant skills, experiences, and knowledge that will contribute to the progression of organisational objectives and promote the interests of the Australian Red Cross, as determined by the Divisional Advisory Board.

One of the appointed positions will be reserved for the Chair of the DAB's Youth Advisory Committee or the Committee's representative.

## **Obligations of each DAB member**

**All members of the Divisional Advisory Board must comply with and commit to:**

- the Ethical Framework of the Society, relevant Policies and the Fundamental Principles of the Australian Red Cross and Red Crescent Movement.
- the Rules, Divisional Regulations and the Board Governance Manual of Australian Red Cross (including the Board Code of Conduct);
- applicable Federal, State or Territory legislation and regulations;
- discharge their duties in good faith and in the best interests of Australian Red Cross at all times;
- ensure all information provided is treated properly, professionally and, where appropriate, confidentially, consistent with confidentiality and data security policies;
- adhere to relevant Red Cross policies and standards, including the conflicts of interest and duties policies.

Members, acting in their capacity as Divisional Advisory Board members, have no authority to participate in the day to day management of the Division.

## **■ General Conditions**

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:

**Humanity | Impartiality | Neutrality | Independence | Voluntary  
Service | Unity | Universality**

- Comply with the work health and safety management system

- Undertake a police check prior to commencement and every 3 years thereafter. Police check renewals may be required earlier than 3 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters