

## SAFC NON-EXECUTIVE DIRECTOR ROLE DESCRIPTION

### **A SAFC Non-Executive Director is required to:**

Attend and participate in a minimum of 75% board meetings as well as any subcommittee meetings that you agree to be nominated to. Active participation will necessitate that you:

- review agenda items and board papers in anticipation of an upcoming board or sub-committee meeting; and
- review the most recent board or sub-committee meeting minutes to confirm what was discussed and agreed.
- contribute to oversight of the entity's financial performance to ensure sound fiscal management of the organisation; and
- contribute to the good governance of the Board by ensuring legal and regulatory requirements are met.

### **It is expected that a Non-Executive Director will:**

- Recognise and share their skills.
- Recognise the skills and contributions of others.
- Recognise the benefits of service and
  - Learn about an issue outside of (or complementary to) their area of business.
  - Gain new perspectives by engaging with people from diverse backgrounds.
  - Gain a better understanding of the role and responsibilities of corporate governance by serving on an organisational Board.
  - Experience opportunity for personal growth.
- Hold a current NSW Working with Children Check (WWCC) and NDIS Worker Check (NDISWC).
- Be willing to undertake a National Personal Insolvency check, ASIC check and register with PRODA (Australian Government digital platform).
- Participate in an induction program.
- Develop a detailed understanding of SAFC's Constitution and Policies.

### **The expected commitment of a Non-Executive Director includes:**

- Preparation and attendance at monthly meetings at the SAFC Village Croydon. These meetings are generally held on the second Monday of the month 5.30pm – 7.30pm.
- Sub-committee membership as required.
- Attendance at Sisters of St Joseph Board Formation Day.
- Attendance at SAFC related official functions such as the Annual General Meeting (generally held in November).
- Professional development as required.

- To be familiar with requirements of the National Disability Insurance Scheme (NDIS), the National Disability Quality and Safeguards Commission and Early Childhood Education service delivery as they relate to SAFC services.
- Completion of Board Director (online) training on child protection reporting requirements and responsibilities, disability rights awareness and other training as required.

The Board is forward looking, providing progressive and strong strategic leadership within a dynamic and growing organisation. Non-Executive Directors at SAFC work in a spirit of collaboration and openness, focused on governance and responsibility to the community we serve and the trust of the Sisters of St Joseph.

A board pack including all relevant statutory documents, current figures and our strategic plan will be provided.

