

Position Description

Position title	Non-executive Directors
Location	PCA Families Ross House, 247-251 Flinders Street, Melbourne
Salary	Gratis Pre-approved travel, training and other expenses
Created Date / Initials	August 2022/KP

Permanent Care and Adoptive Families (PCA Families)

Permanent Care and Adoptive Families (PCA Families) is a not-for-profit carer member based organisation representing families formed by permanent care, kinship care and adoption in Victoria. Established by parents from this community in 2003, we continue to be guided by the lived experience of our members.

We administer the Department of Families, Fairness and Housing (DFFH) Flexible Funding for permanent carers and the Homestretch/ Better Futures Programs. We provide a helpline, peer support and empower members to advocate for their children and themselves. We deliver a strong voice for members, influencing government and sector policy development. Our programs and practices include a child-centred and family-focused approach to support strong and sustainable permanent care and adoptive families. PCA Families is governed by an elected Board that holds expertise and leadership to govern the organisation.

With more than 2,000 members and clients, an annual turnover of \$1 million, and a small but dedicated team of more than 10 staff, PCA Families is the peak body for permanent care and adoptive families.

PCA Families is governed by an elected Board of up to nine directors, including the Chair, who provide leadership and Strategic Directions.

PCA Families is seeking to appoint up to 3 directors, 1 of whom does not have involvement with permanent care and adoption¹.

Key responsibilities of the Board include:

- Establishing PCA Families' strategic directions and performance objectives to deliver high quality and innovate services and manage risk
- Approve annual budgets and operational plans
- Assist CEO with advocacy and sourcing of additional funding

¹ The Board Composition Policy provides more guidance on “close personal or family connection to permanent care and adoption” and “no involvement with permanent care or adoption”

- Monitor and assess performance in achieving strategic directions
- Consider the social and ethical impact of PCA Families activities.

The Nominations Committee and Board have identified several key areas in which it requires demonstrable and extensive skills, knowledge and experience across the vacant positions:

- financial expertise (CAANZ or equivalent, risk management qualification, reporting of performance outcomes)
- fundraising/sponsorship/philanthropic success
- marketing/communications/media/crisis management
- Strategic and innovative thinking
- Technology expertise.

Experience from family and child welfare, out of home care, permanent care and adoption, community services, education, government, consumer perspective of providing trauma informed/therapeutic, helpline services would be highly regarded.

Previous director, CEO/senior executive or governance experience highly regarded. AICD qualification or equivalent essential for directors without permanent care or adoption involvement, and highly regarded for lived experience directors.

Our Vision, Mission and Purpose

Our vision – that every child who cannot live permanently with their birth parents thrives in a strong stable and permanent family.

Our purpose – Permanent care, kinship care and adoptive families have committed to helping their children thrive and we are committed to helping them do it.

Our mission – we advocate on behalf of and deliver peer support and other trauma informed services for permanent care, kinship and adoptive families. We inform, upskill and empower our parents/carers to advocate strategically for the services and support their children and our communities need. Our independent support is trusted by our families and often critical to their success.

The Opportunity

- The role requires attending approximately 5-6 board meetings and one strategy day, serving on at least one board committee per year.
- Participation in additional meetings and training as necessary.
- Meetings will be held face-to-face and online via teams.
- On average the commitment required is 10-15 hours per month.

Key success factors

- Knowledge of a director's responsibilities – includes an understanding of the role as well as legal, fiduciary and financial responsibilities

- Strategic expertise – the ability to review/enhance and embrace the strategy through constructive questioning and contribute to the effective decision making of the Board
- Accounting and finance – the ability to read and comprehend the Association’s accounts, financial material presented to the Board, financial reporting requirements and understanding of finance and investment opportunities
- Legal – the board’s responsibility involves overseeing compliance with numerous laws and funding agreements as well as understanding the individual director’s legal duties and responsibilities
- Governance – qualifications or experience and knowledge required to provide governance over the structures, systems and processes to deliver safe helpline and carer/parent support based on key theoretical frameworks addressing trauma, grief and loss, childhood development, and attachment and cultural competency
- Risk Management – expertise in understanding risk management frameworks, setting risk appetite as part of the Board, and experience in managing major areas of risk to PCA Families
- Managing people and achieving change – experience in current management strategies on employment, branding, engagement, strategic vision, stakeholder communication, client experience and customer-centricity, experience in executive remuneration
- Industry knowledge – experience in similar organizations or industries
- Cyber security and IT – understanding of the technological infrastructure that underpins the organisation’s operations such as payment systems, accounting, business processes, information storage and data protection
- Advocacy and lobbying – experience in lobbying government to make changes that promote and protect the rights of permanent care and adoptive families.

Experience

Demonstrated experience or understanding:

- As a director of, or leading similar organisations
- Advocating and influencing policy development
- Sourcing funding from a variety of sources
- Understanding of the family and child welfare, out of home care, permanent care and adoption sector, community services, education, government
- Working with members, volunteers and/or in a not-for-profit association

Attributes

- Empathy and compassion – as well as self-awareness and self-management, able to demonstrate empathy through strong interpersonal skills, active listening, tactful, clear and concise communication
- Integrity – fulfilling a directors duties and responsibilities, acting ethically, appropriate independence, putting the organisation’s interests before personal interests
- Collaborative - able to function as an effective team member, respectful of diverse views

- Curious and innovative - curiosity to ask questions and seek new opportunities
- Courageous – able to persist in robust discussions with management and fellow board directors
- Commercial judgement and instinct – sound business judgement and acumen, able to assimilate and synthesis complex information.

Qualifications

Graduate of Australian Institute of Company Directors or equivalent director qualification will be considered favourably.

Additional information

Cultural competency: As an inclusive organization PCA Families is striving to become culturally competent. All board directors and staff are expected to undergo regular cultural competence training as part of their professional development plans.

Child safety: PCA Families is a Child Safe organisation with zero tolerance of child abuse.

Appointment is also subject to the successful applicant:

- Holding a current Working with Children Check Card at all times by PCA Families
- Providing relevant Identity checks (ie; original passport, or driver's license, or birth certificate sighted)
- Hold a current satisfactory Police Check.
- Agreement to above documentation maintained in PCAF personnel and Directors files.