



Chairperson of the Board of Directors

Position Description

About Us

HerSpace believes in a world where girls and women are free from sexual exploitation, a world where they can choose their own direction.

HerSpace works with women and girls who self-identify as being affected by sexual exploitation. We seek to empower them by providing holistic therapeutic support to address the emotional, psychological and physical impacts of trauma, and build pathways out of exploitation. Our model of support places these women and girls at the centre of their healing process as we believe they are the experts of their lives, needs and choices.

Values

HerSpace is a values driven organisation, which aims to embody the following core values in all of our work, both at an organisational and individual level:

1. We strive to search for new and innovative ways to overcome obstacles and empower action.
2. We work collaboratively and participate equally as team members wherever possible.
3. We communicate respectfully, clearly and honestly often to avoid misunderstandings and share valuable feedback.

HerSpace supports our volunteers and staff to embody the organisation's feminist values through the work they do. This means working in collaboration, encouraging participation and partnership, and analysing and challenging power differences due to structures such as gender, race, sexuality, disability, hierarchy and class.

Job Purpose

The Chairperson is a key position within HerSpace and contributes to holding and driving the long-range vision of HerSpace whilst ensuring the organisation is running legally and in a financially sustainable way. The chairperson is responsible for leadership of the Board, working with other Directors and chairing Board meetings, as well as providing further support and mentoring to the CEO.

Key Selection Criteria

Necessary:

- Experience being a Board Director for a non-for-profit in the past, with insight as to how Boards operate and govern organisations;
- Finance and business management experience and knowledge;
- Knowledge of the legal, corporate, financial and sectorial context of non-for-profits in Victoria, Australia;
- An in-depth and up-to-date understanding of the non-for profit sector;
- Experience in people and organisational management, including strong people skills including conflict management;
- Understanding and application of a participatory, inclusive leadership approach, compared to a top-down hierarchical one
- Experience in coordinating strategic planning;
- Has an interest in and understanding of human rights advocacy, specifically as it relates to women and children experiencing discrimination and exploitation.

Preferable:

- Prior experience as the Chairperson on a Board;
- Prior employment within a management role in the non-for-profit sector; and,
- Experience handling media and public relations matters.

Responsibilities

Inside the Boardroom:

- Chairing board meetings efficiently and shaping the agenda in relation to goals, strategy, budget and executive performance;
- Playing a significant role in Board development including purpose, goals and accountability;
- The provision of legal and financial oversight to the organisation and Board;
- Overseeing reports made by various Directors on the Board regarding different areas of the organisation;
- Encouraging contributions by all board members and seeking consensus when making decisions;
- Motivating board members and where appropriate dealing with

- underperformance;
- Managing and being responsible for a calendar of all governance requirements overseeing due dates for all reports and other tasks;
- Overseeing negotiations for the CEO's employment, the Board's evaluation of the CEO's performance and CEO succession planning;
- If and when necessary providing support and advice regarding dispute resolution amongst personnel.

Outside the Boardroom

- Meeting regularly with the CEO and providing support to them in their role;
- Conducting regular environmental scans and remaining informed of any sectoral changes that may affect HerSpace in relation to governance;
- Being available to speak with significant stakeholders and prospective funders, as well as attend relevant events and promote the organisation.

Workload 20 hours per month

Regular commitments

- Facilitating monthly Board meetings;
- Bi-Monthly meetings with the CEO at least one face to face;
- Attending and facilitating the Annual General Meeting;
- Attending HerSpace networking events and internal events to promote positive public relations.

Duration of Position Minimum 24 months and ongoing

Police and Working With Children Checks

This position requires a National Police Check and a voluntary Working With Children Check.

How to Apply

To apply for this role, please complete the Application Form below and email it, along with a copy of your resume and a brief covering letter to Megan Tucker, HerSpace Company Secretary at megantucker@herspace.org.au.

To discuss the role further, contact the Company Secretary at the email above or on 0421 525 812.

Applications will close once a suitable applicant has been found.