



BOARD OF MANAGEMENT POSITION DESCRIPTION – BOARD MEMBER

Organisational Context

Women's Health in the South East (WHISE) is the regional women's health service for the Southern Metropolitan Region. WHISE aims to improve the health and well-being of women in the Southern Metropolitan Region within a Social Model of Health and within a feminist perspective.

Women's Health in the South East is a not-for-profit organisation funded largely through the Victorian Department of Health and Human Services (DHHS).

Working within a feminist framework, Women's Health in the South East addresses the social, political and environmental causes of gender inequities impacting the health and wellbeing of women in the region, through research, advocacy for systemic change, training, and external capacity building.

Our priority action areas are Mental Health to include Prevention of Violence against Women and Gender Equity for Health Outcomes and Sexual and Reproductive Health.

Legal Context

Women's Health in the South East is an Incorporated Association under the Victorian Associations Incorporation Act 1981. The Rules governing the organisation's legal status and governance structure are set out in the WHISE Constitution.

The Board of Management is the legal entity responsible for ensuring the organisation is operating lawfully, ethically and in accordance with the purposes set out in the Constitution. It is also responsible for setting the overall directions and priorities, and for ensuring the organisation is financially viable and managing risks appropriately.

Members of the Board of Management are elected from the general membership of WHISE. Board members serve a two year term and are eligible for re-election after their terms expire. They can re-elect for up to three terms.

The WHISE Board has up to twelve members, comprising the Chairperson, Vice Chairperson, Treasurer and up to nine ordinary members. All Board members serve in a voluntary (unpaid) capacity. The Chief Executive Officer assumes the role of Secretary.

DUTIES AND RESPONSIBILITIES – ORDINARY BOARD MEMBER

Governance

- Comply with the terms of WHISE's Constitution and Board policies and procedures.
- Consider all issues before the Board carefully and in the organisation's best interests.

Strategic Directions and Planning

- Actively engage in developing/reviewing and approving WHISE's Strategic Directions and other organisational planning documents.

Board Meetings

- Attend all meetings, or (where unavoidable) provide advance notice of inability to attend. Formal leave of absence may be approved for up to 3 consecutive months if necessary.
- Where Board papers are circulated in advance, read papers and consider issues before the meeting.
- Contribute to the discussion and resolution of issues at meetings.
- Serve on Board committees/working parties as required.

Legal and Ethical Responsibilities

- Avoid making any improper use of your Board position, or of any information acquired by virtue of your position, to gain any material advantage for yourself or any other person, or to harm the organisation.
- Inform the Board immediately if you have any direct or indirect pecuniary (financial) interest in any contract with WHISE.
- If you have a non-pecuniary conflict of interest in any matter before the Board, or believe the perception of a conflict may arise, inform the Board immediately and adhere to the Board's rulings on the matter.

Financial and Risk Management

- Be fully aware of WHISE's financial position and the requirement for the organisation to be solvent and to have sound financial procedures in place.
- Actively engage in reviewing and assessing WHISE's financial control and risk management strategies.

Media, Promotion and Fundraising

- Promote WHISE in the community as opportunities arise
- Support any WHISE fundraising activities.
- Obtain prior approval from the Board Chair to speak publicly about or on behalf of WHISE.

General

- Participate in Board induction processes and ongoing training as provided.
- Act with reasonable care and in good faith in the best interests of WHISE.
- Always disclose any actual or potential conflict of interest.
- Treat all Board documents and information in the strictest confidence.

Resignation or Retirement from Board

- Following resignation or retirement from the WHISE Board, all Board documents held by the Board member must be returned to WHISE within 28 days.

Name: _____

Signed: _____ Date: _____