Director Position Description

Date: July 2021

Position Objective:

The Board of Directors exists to:

- Provide leadership, governance and strategic direction to the Organisation
- Appoint and support the Chief Executive Officer, delegating to that person Organisational management
- Elect from amongst the Directors, a Chair and other office bearers
- Provide service in an honorary capacity without any remuneration

Directorship Overview

Peninsula Home Hospice Directors make the choices that create the future for the communities that we serve.

Directors will add value and benefit to Peninsula Home Hospice and its Board through the provision of strategic governance and/or technical skills, experience, and knowledge.

Directors attend to the following governance duties:

Key Governance Roles	• First and foremost, act at all times in the best interests of the Organisation • Secondly, act at all times in the best interests of all internal and external stakeholders
The Role of a Director	• To actively seek adequate knowledge about the business of the Organisation • Attend Board meetings regularly and devote sufficient time preparing for Board meetings to allow for full and appropriate participation in Board discussion and decision making • Assist in the design, development and monitoring of the Organisation's Strategic Plan • To set and monitor key result areas and key performance indicators • At all times ensure the Organisation operates in a manner which will enable its success • Continuously promote and motivate all internal and key external stakeholders to understand and achieve the Peninsula Home Hospice Strategic Plan • Provide strategic leadership of the Organisation
Key Compliance Responsibilities	• Set strategic framework and ensure that the Organisation and its various operations are compliant and have coverage against local, state, and commonwealth legislation, regulation, industry and government standards, quality systems, legal agreements and contracts • Ensure that the Organisation operates within its legal mandate and Constitution • Ensure the Organisation operates within the definition and mandate of its vision, purpose, values and core business • Seek external advice on compliance matters such as legal, quality, strategy, industry standards, financial and other relevant strategic and organisational issues when and where required • Report to the Board, any change in personal circumstances that would negate their eligibility to be a Director, such as bankruptcy or criminal charges

- Maintain strict confidentiality in relation to all Board proceedings and in relation to any client information

Key Policy Responsibilities

- As a member of the Board, undertake performance appraisals as scheduled
- Comply with Board governance principles, policies and procedures
- Provide positive input into the development of organisational policy

Key Monitoring Responsibilities

- Monitor the current and future industry environments of the Organisation
- Report to the membership at the Annual General Meeting
- Report to the Auditors in relation to accreditation, certification, registration or similar audits, quality assessment or processes
- Annual review of the Chief Executive Officer's performance

Attendance and Involvement

- Regular Board and Committee meetings as nominated
- Promote and support PHH social and fundraising activities and functions

Voting

- A formal vote will be taken at Board, Committee and Working Group meetings when required, with Board members having a single vote per motion

Requirements

The Director is:

- Open for re-nomination every three years
- Prepared to sit on a Board committee
- Aware that he/she may become acquainted with or have access to confidential information and agrees to maintain the confidence of that information and the Board proceedings at all times

Competencies & Skills

- **Knowledge of a director's responsibilities** – includes an understanding of the role as well as the legal, ethical, fiduciary and financial responsibilities;
- **Strategic expertise** – the ability to review the strategy through constructive questioning and suggestion and contribute to the effective decision making of the board;
- **Accounting and finance** – the ability to read and comprehend the company's accounts, financial material presented to the board, financial reporting requirements and some understanding of corporate finance;
- **Legal** – the board's responsibility involves overseeing compliance with numerous laws as well as understanding the individual director's legal duties and responsibilities;
- **Risk Management** – experience in managing areas of major risk management to the organisation;
- **Managing people and achieving change** – experience in current management thinking on employment, branding, engagement, strategic vision and stakeholder communication; experience in executive remuneration and compensation;
- **Industry knowledge** – experience in similar organisations or industries.

Personal Attributes

- **Integrity** – fulfilling a director's duties and responsibilities, acting ethically, appropriate independence, putting the organisation's interests before personal interests;
- **Collaborative yet curious and courageous** – a director must be able to function as an effective team member, but also must have the curiosity to

ask questions and the courage to persist in robust discussions with management and fellow board members where required;

- **Empathy** – as well as self-awareness and self-management, a director needs to demonstrate empathy manifested through strong interpersonal skills. A director must work well in a group, listen well, be tactful yet able to communicate in a cogent and candid viewpoint;
- **Commercial judgement and instinct** – a director needs to demonstrate good business instinct and acumen, and be able to assimilate and synthesise complex information;
- **Active contribution** - a director needs to be an active contributor with genuine interest in the organisation.