

POSITION DESCRIPTION

Position Title: Chair of the Board

Location: IWDA office, Level 1, 250 Queen St, Melbourne

Tenure: 3 years from AGM plus eligibility for re-election for 2 further terms of 3 years.

Remuneration: Unpaid

WHO ARE WE?

We are an Australian-based organisation, resourcing diverse women's rights organisations primarily in Asia and the Pacific, and contributing to global feminist movements to advance our vision of gender equality for all.

VISION

Gender equality for all.

PURPOSE

To defend and advance the rights of diverse women and girls.

VALUES

Feminist, Accountable, Collaborative, Transformative

OUR GOALS 2020-2023

- Resource and contribute to a resilient and vibrant feminist movement
- Promote systemic change towards gender equality for all
- Build a resilient and relevant feminist organisation

IWDA is an Australian-based organisation, resourcing diverse women's rights organisations, primarily in Asia and the Pacific, and contributing to global feminist movements to advance our vision of gender equality for all.

We resource the work of diverse women's rights organisations, enable them to be more effective by providing support that goes beyond money, and we make our own contributions to feminist movements through advocacy, knowledge creation and translation.

As part of this contribution, we take actions to decolonise our approach to feminism and development. We want to become the best we can be in the world at north-south partnerships. This means we seek to understand and leverage our locational power so that we know when to:

STEP UP and use our power to leverage resources and access for women's rights organisations, and make our own contribution to feminist movements

STAND WITH feminist movements in solidarity and amplify the work of global south actors
STEP BACK when others are better placed to take the lead.

CHAIR RESPONSIBILITIES

The Chair's duties and responsibilities shall include to:

- set the agenda for each board meeting, in consultation with the CEO and secretary;
- chair board meetings and other relevant meetings and functions, to ensuring that the board is well informed and effective;
- provide leadership to the board, maintaining ethical standards, assisting to resolve conflicts and ensuring that there is a culture within the board that will lead to achieving agreed objectives;
- facilitate board members contributing in an effective manner;
- act as a conduit between the board and the CEO;
- recommend the appropriate people to be invited to join the board, after consultation with, and advice from, the Remuneration and Nomination Committee and in accordance with applicable governance processes; and
- ensure stakeholders' interests are accurately represented to the board.

DIRECTORS' RESPONSIBILITIES

The board is responsible for overseeing the organisation in accordance with IWDA's constitution, charter and the law. This includes development of strategy, oversight of management and operations, risk management, financial management and governance, as described in IWDA's board charter.

Directors bring an independent and objective view to the organisation's decisions. They exercise leadership, enterprise, integrity and judgment in directing the organisation so as to provide assurance of its continuing and lasting prosperity.

Each director is expected to:

- Be committed to IWDA's vision for a just, equitable and sustainable world where women enjoy the full range of human rights, where women and men interact with dignity and respect, and where women have an effective voice in economic, cultural, civil and political systems.
- Actively contribute to the organisation and stay well informed on its mission, programs, activities and operating environment.
- Use her range of skills, knowledge and experience in the promotion of the best interests of the organisation and its members.
- Assist in fundraising to help the organisation attain its goals and objectives, including helping with the cultivation of potential donors where possible.

- Understand that the board’s focus needs to be on strategic goals and policy implications rather than operational detail.
- Have read meeting papers before all meetings and be prepared to engage in deliberations by actively offering questions and comments that add value to the discussion to reach decisions.
- Be able to read and understand the financial reports and associated performance reports presented to the board.
- Act in the best interests of IWDA as a whole, irrespective of personal, professional, commercial or other interests, loyalties or affiliations and in compliance with the Australian Council for International Development (ACFID) Code of Conduct.
- Attend board meetings in person, with limited absences.
- Participate in a board committee and/or working group and assist the CEO in policy development and projects aligned to their skills.
- Maintain knowledge and skills appropriate to their role, including attending any continuing education, training or professional development arranged for them.
- Commit to a collective decision-making process.
- Maintain strict confidentiality in respect of all matters considered by the board.
- Comply with their obligations under relevant laws and IWDA’s policies.

BOARD MEMBER SKILLS & ATTRIBUTES REQUIRED

All members must demonstrate a reasonable level of understanding / knowledge / skills in:

1. *Corporate governance*, including understanding of risk management and the dynamics in which not for profit boards operate
2. *Financial literacy* - in relation to organisational financial reports (P&L, Balance Sheet, Cash Flow statements) and associated performance reports presented to the board as part of its accountability and fiduciary duties.
3. *Strategic planning* - Experience in contributing to organisational strategic planning
4. *Assessing the environment* in which IWDA operates, at an industry and sector level.
5. *Acting as an ambassador for IWDA* - Using skills, knowledge and experience to promote the best interests of the organisation and assisting in fundraising
6. *Board responsibilities* - board qualifications (e.g. AICD course) and/or prior board experience highly desirable.

All members must also have expertise or a background in one or more of the following areas:

1. *Gender and international development* and their application in socio-cultural contexts, particularly in the Asia Pacific region.
2. *Policy and advocacy frameworks, knowledge and networks* in relation to international development, women’s rights and gender equality

3. *Communications, media and marketing, fundraising*
4. *Organisational management and leadership*
5. *Financial management*
6. *Strategic planning*
7. *Law*
8. *Other specific skills and experience identified by the board as desirable to achieve optimal balance of skills and experience*

Preference will be given to applicants who have extensive lived experience in, or strong community ties to, one of the countries in which IWDA supports partners.

TIME COMMITMENT

- The IWDA board meets approximately bi-monthly from 4:30 to 8:00 pm.
- In addition, all Directors are required to participate in a board committee(s) and/or working groups and assist the CEO in policy development and projects aligned to their skills, attend an IWDA Strategic Planning Retreat held annually over one weekend and allow adequate time for review of meeting papers prior to each meeting.

DIRECTORS' VALUES & BEHAVIOURS

IWDA's values are at the heart of our work and shape what we do and how we do it:

- Feminist
- Accountable
- Collaborative
- Transformative

All IWDA staff are required to understand these organisational values, integrate them into their work and demonstrate behaviours which reflect these values.

Please note: International Women's Development Agency (IWDA) has an Equal Opportunity exemption (H112/2018) and requests applications from people who identify as women only. IWDA encourages women from culturally and linguistically diverse backgrounds and women with disabilities to apply. Any offer of engagement will require a National Police Check and endorsement of IWDA's Child Protection Code of Conduct.