



Director - Minus18 Foundation Ltd

KEY DETAILS

Role	Director of the Board, Minus18 Foundation Inc.
Investment	8-10 hours per month approx., including a monthly Board meeting, quarterly Committee meeting, half-yearly training day, networking, event attendance, and regular correspondence.
Location	Melbourne (although we encourage interstate applicants to apply: we support remote working where required).
Remuneration	This is a volunteer position (reasonable role-related expenses will be reimbursed).
Commitment	2 years.
Reports to	Chair, Board of Directors.

ABOUT MINUS18

Minus18 is Australia's charity for LGBTIQ+ youth. We support LGBTIQ+ young people through events and community spaces, and provide LGBTIQ+ inclusion workshops to schools, businesses and community organisations. Since 2011, we have supported more than 60,000 young people at events across Melbourne, Sydney and Adelaide, and hundreds of thousands through our educational resources and workshops. We're a rapidly growing team of 9 staff, 20 volunteers and 8 Directors doing big things - and we'd love for you to join us.

WHY VOLUNTEER ON MINUS18'S BOARD?

- Our dynamic start-up culture and unprecedented period of growth means your ideas, networks and commitment have a big impact on the whole organisation and its future.
- Social impact is at the forefront of everything we do. There's nothing better than seeing the result of your volunteer hours put a smile on the face of an LGBTIQ+ young person or their family.
- We're a supportive, collegiate Board with diverse skills and lived experiences, with a great relationship with our CEO.

THE ROLE OF THE BOARD

The Minus18 Board has ultimate collective responsibility for the strategy and governance of Minus18, and supports the CEO and all staff in achieving organisational goals. The Board meets monthly to review Minus18's performance, discuss key issues, and plan execution of strategic projects. In addition to these meetings, each Director is part of one of three Committees - Finance & Risk, Access & Inclusion, or People & Culture - and are expected to regularly work on Committee projects, including attending quarterly Committee meetings. Outside of our formal governance roles, Directors are expected to publicly advocate for Minus18 to raise the profile of the organisation at events and online. Directors will be required to leverage their networks and expertise to support our mission to empower LGBTIQ+ youth.

WHO WE'RE LOOKING FOR

Minus18 is committed to supporting a diverse and inclusive environment, and the role that diversity and inclusion has in driving a high-performing and sustainable organisation. We encourage applications from candidates with diverse lived experiences.

Required criteria

- Passionate about youth LGBTIQA+ empowerment and inclusion;
- Lived experience as a member of the LGBTIQA+ community;
- Demonstrated skills in **one or more** of the following areas:
 - Start-up growth and scaling, change management, organisational growth and expansion;
 - Human resources (HR) and people & culture (P&C);
 - Accounting and finance (especially in NFP context);
 - Risk management and mitigation.
- Demonstrated financial literacy (e.g. interpreting profit & loss statements, balance sheets or other financial documents);
- Excellent and proven time management skills, particularly an ability to manage deadlines and deliver projects in a voluntary/extracurricular/outside-of-work capacity;
- Working With Children Check (or willingness to obtain one);
- Aged 18+;
- Not disqualified from serving as a company director under the *Corporations Act 2001*.

Desirable criteria

- Established networks and contacts in the LGBTIQA+ and/or youth sector;
- Established networks and contacts for potential donors, partners and sponsors of Minus18;
- Experience on a Board or similar governance body;
- Lived experience as transgender, gender diverse, femme/female, a person of colour, Aboriginal or Torres Strait Islander, neurodivergence or disability.

YOUR COMMITMENT TO US

- The initial term is until the next AGM (in around November 2020). Minus18's constitution requires you to re-nominate for your position at the next AGM, which we encourage you to do with a view to committing to at least 2 years on the Board;
- Commit to attending (in person or by video) the following meetings:
 - Monthly Board meeting (first Tuesday of the month, 6:30-8pm);
 - Quarterly Committee meeting (flexible roster, usually weeknights or weekends);
 - Bi-annual Board training/planning day (flexible roster, usually weekends).
- Commit to participating in one of the Board's three Committees: People & Culture, Finance & Risk, or Access & Inclusion (*please indicate your preference in your application*);
- Set aside regular time (avg. 1-2 hours per week) to monitor and respond to email correspondence;
- Proactively use your networks and contacts to further the mission and reputation of Minus18;
- Develop and execute strategic projects, initiatives and reforms to further the mission of Minus18;
- Work collaboratively in a small team, meeting deadlines and communicating effectively;
- Support the positive, collegiate and inclusive culture of Minus18; and
- Adhere to strict ethical and legal duties (see below).



YOUR ETHICAL AND LEGAL DUTIES

The law recognises that Directors of not-for-profit groups make important decisions about the strategic direction and activities of an organisation. Because Boards have significant power, the law requires them to comply with the following legal duties:

1. Duty to act in good faith and for a proper purpose

This legal duty is a two-part duty that includes the duty to act honestly and fairly in the best interests of the organisation, and the duty to act for a proper purpose (that is, the purpose of your organisation as stated in the Minus18 Constitution) and within the powers given to the Board.

2. Duty to act with reasonable care, diligence and skill

This duty requires you to take your role as a Director seriously; make use of any skills and experience you have for the benefit of the organisation; give sufficient time, thought and energy to any tasks you have undertaken and to decisions you are required to make; and monitor the affairs, activities, strategic direction and financial position of the organisation.

In relation to the financial affairs of Minus18, this duty requires you to understand your organisation's current financial position at all times; and prevent your organisation from continuing to incur debts if you know or suspect that your organisation cannot meet its current debts when they fall due (commonly known as the 'duty to avoid insolvent trading').

3. Duty not to misuse information or position

As a Director, you must not make improper use of your position or information you obtain through your position to either gain an advantage for yourself or any other person or organisation or cause detriment to Minus18.

4. Duty to disclose and manage conflicts of interest

A conflict of interest situation arises when a person who has a duty to act in the best interests of another, is presented with the opportunity or potential to 'use' that position in some way for their own personal benefit (or for the benefit of relatives or another organisation). This legal duty relates to the process Directors must follow in conflict of interest situations. As a Director you must disclose and manage conflicts of interest effectively.

For more details, see <https://www.nfplaw.org.au/governance>.

HOW TO APPLY

Please email Nick Bassett, Secretary, at secretary@minus18.org.au with your CV and a short cover letter or video setting out how you meet the selection criteria **by 11.59pm Saturday 4 April 2020**. No extensions will be given.

For any questions about the position, please contact Gemma Hallett, Chair, at gemma@minus18.org.au.