

DIRECTOR OF THE BOARD

MINUS18

POSITION DETAILS

Role	Director of the Board, Minus18 Foundation Ltd.
Status	Volunteer position (reasonable expenses are reimbursed).
Investment	4-5 hours per month approx., including a monthly Board meeting, quarterly Committee meeting, half-yearly training day, event attendance, and email correspondence.
Location	Minus18 is located at the Victorian Pride Centre, 79-81 Fitzroy St, St Kilda VIC This role may be performed digitally.
Commitment	2 years
Reports to	Chair, Board of Directors

FLEXIBILITY AND ACCESS

Location	Offices are based in Naarm/Melbourne; but we strongly encourage inter-state, rural and regional applicants to apply, as we support remote access.
Office Space	For in person engagements, this role will be located at the Victorian Pride Centre in St Kilda, an exciting, purpose built space for LGBTQIA+ community organisations. This space includes: <ul style="list-style-type: none">» A raised Tram Stop within 100m from the building entrance.» Elevators and accessible bathrooms.» End of trip facilities.» Dedicated prayer rooms.



Our office is located on the land of the Wurundjeri and Boon Wurrung people. We acknowledge Australia's First People and Traditional Custodians of the lands this project took place. This always was and always will be Aboriginal land.



Our work wouldn't be possible if not for the tireless activism from the LGBTQIA+ heroes who have come before us. Their advocacy and protests have pathed the way for Minus18 — we stand on the shoulders of giants.

ABOUT MINUS18



Who we are

Minus18 is Australia's charity improving the lives of LGBTQIA+ youth.

We do this by building visibility and awareness for the issues young people face, providing education on LGBTQIA+ identity and inclusion in schools and workplaces, with the ultimate goal of creating life-affirming and inclusive spaces, where all young people belong.

Over the past 10 years we have provided direct services to over 100,000 people, and education resources to millions more. The work we do is funded through a diverse revenue portfolio made up of government funding, education sales, fundraising and corporate sponsorship, which involves working with local and global brands to build authentic engagement within the community.

In 2011, we transitioned from a volunteer-led group servicing Victoria, to a charitable foundation with participants from all Australian states and territories. We've since grown to a team of 47 people made up of 12 directors, 15 employees and 20 volunteers. We have big plans for the future of LGBTQIA+ youth inclusion across Australia and we'd love for you to join us.

Why Volunteer at Minus18?

- 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 LGBTQIA+ young person or their family.
- We're a supportive, collegial Board with diverse skills and lived experiences, with a great relationship with our CEO.
- We are committed to supporting diversity and inclusion at every level of the organisation. We are continually seeking ways to amplify diverse voices within our community and can provide opportunities for development through training days and webinars.

[**LEARN MORE**](#)

ABOUT THE ROLE

THE ROLE OF THE BOARD

The Minus18 Board has ultimate collective responsibility for the strategy and governance of Minus18, supporting the CEO and staff to achieve the strategic plan. Board members commit to the following responsibilities:

Monthly Board meeting (first Tuesday of the month, 6:30-8pm);

The Board meets monthly to review Minus18's performance, discuss key issues, and approve strategy.

Quarterly Committee meeting (flexible times - weeknights or weekends);

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 support the work of Committee projects, including attending quarterly Committee meetings. (please indicate your preference in your application);

Bi-Annual strategic planning day

The Board meets once a year for a strategic planning day, which typically falls on a weekend. The agenda for the day normally includes Director training as well as a general deep dive and discussion into the organisations' strategic plan.

Teamwork and Communication (1-2 hours per week)

Directors work collaboratively to meet deadlines and communicate effectively;

Set aside regular time (avg. 1-2 hours per week) to monitor and respond to email correspondence;

Using your voice

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 LGBTQIA+ youth.

Proactively use your networks and contacts to further the mission and reputation of Minus18; and

Develop and help implement strategic planning, projects and initiatives to improve the work of Minus18.

OUR COMMITMENT TO YOU

- Provide a supportive, collegial and inclusive environment;
- Support skill development through;
 - Bi-annual Board training/planning day (flexible roster, usually weekends);
 - Ad Hoc training sessions with staff and other board members;
 - Individual attendance at webinars;
 - Support from experienced directors;
- Ongoing commitment to improving access and inclusion

YOUR COMMITMENT TO US

The initial term is until the next AGM (October 2022). Minus18's constitution requires you to re-nominate for your position at the AGM, which we encourage you to do with a view to committing to at least 2 years on the Board.

ABOUT YOU

WHAT CAN YOU BRING TO MINUS18?

Minus18 is committed to supporting a diverse and inclusive environment, and the role this has in driving a high-performing and sustainable organisation. We encourage applications from candidates with diverse lived experiences. We encourage young people to apply and let us know if any special assistance is required during the application process (including barriers to recording and uploading your application).

Diverse board composition is a vital foundation for effective boards and important in the context of Minus18's strategy and purpose. With this in mind, we have conducted a recent skills and experiences assessment of our current board members. To complement and strengthen our board, we encourage and support members of the following to apply:

LIVED EXPERIENCE

1 or more of the following

- Lived experience as a member of the LGBTQIA+ community;
- Members of our priority populations are strongly supported to apply;
 - Aboriginal and Torres Strait Islander
 - People of colour
 - Trans and gender diverse people
 - People from rural, regional and remote communities
 - People born with an intersex variation
 - People living with a disability
 - Neurodiverse people
 - People aged 18 - 27 years old at the point of application

FORMAL REQUIREMENTS

You must meet all 3 of the following

- Ability to gain Working With Children Check
- Aged 18+;
- Not disqualified from serving as a company director under the Corporations Act 2001 (a Director ID will be required through the Australian Business Registry Service)

SKILLS AND EXPERIENCE

Experience in 2 or more of the following

- Passionate about youth LGBTQIA+ empowerment and inclusion;
- Experience on a Board or similar governance body;
- Demonstrated skills in start-up growth and scaling, change management, organisational growth and expansion;
- Demonstrated financial literacy (e.g. interpreting profit & loss statements, balance sheets or other financial documents);
- Established networks and contacts in the LGBTQIA+, youth, education or Government sectors;
- Established networks and contacts for potential donors, partners and sponsors of Minus18;
- Established networks or experience in the marketing, advertising, public relations or digital agency sectors;
- Experience and skills in law and compliance.
- Experience and skills in human resources and/or local to national expansion.

HOW TO APPLY

APPLICATIONS CLOSE

11.59PM ON 23RD JANUARY 2022



We've provided a significant amount of information about the role to support your application process. Research shows that men apply to jobs when they meet an average of 60% of the criteria, while other genders (and other intersecting identities) tend to only apply when they check every box. If you think you have what it takes but don't meet every single criteria above, we would still love to hear from you.

TO APPLY

Please email Asiel Adan Sanchez (they/them), Secretary, at asiel@minus18.org.au with:

1. A copy of your CV
2. a short introductory 3 minute video (preferred) or 2 page cover letter responding how you fit the criteria within "What you can bring to Minus18" section of this information pack.
3. Applications close: **11.59pm 23rd January 2022**

For any questions about the position, please contact Charles Hammersla (he/him), Chair, at charles.hammersla@minus18.org.au

DIVERSE IDENTITIES ENCOURAGED AND WELCOMED

Minus18 is committed to promoting and advancing equal opportunity for young people, especially young people in our strategic priority groups (People of Colour, Aboriginal & Torres Strait Islander people, and people with culturally or linguistically diverse backgrounds). We encourage young people in our strategic priority groups to apply, and to let us know if any special assistance is required during the application process (including barriers to preparing and uploading your application).

THE FINE PRINT

YOUR LEGAL AND ETHICAL 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. If you have never been on a board before, some of this language might be new to you. As a board we really value diversity and diversity of experience and encourage you to apply. We can provide mentorship and work with the board/secretary.

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

This legal duty is a two-part duty: (1) the duty to act honestly and fairly in the best interests of the organisation; and (2) the duty to act for 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>.