Chair Position Description

Purpose
The role of Chair for Lifeline Central Victoria & Mallee (LLCVM) is an elected, volunteer leadership position.

Our Vision
Lifeline saves lives every day by bringing hope to Australians doing it tough. We are Australia’s leading suicide prevention service, providing an offer of unconditional support for Australians in crisis and at risk of suicide.

We’re committed to empowering Australians to be suicide-safe through connection, compassion and hope.

Our vision is an Australia free of suicide.

Statement of Purpose
The name of the Incorporated Association is: Lifeline Central Victoria & Mallee. The purposes of the Association shall be to operate a not-for-profit organisation to:

- provide Lifeline accredited services, and other services which support people in crisis;
- provide a link between people in crisis or need and other services;
- maintain and develop high quality training programs for volunteers and the community;
- cooperate with the Government, statutory and voluntary bodies and organisations in the furtherance of the purposes of Lifeline Central Victoria & Mallee and to make such representations to them as may be determined by Lifeline Central Victoria & Mallee from time to time;
- monitor the changing needs of the community to ensure Lifeline Central Victoria & Mallee services remain relevant;
- receive funds or other and with the aim of achieving the purposes of Lifeline Central Victoria & Mallee; and
- do all such lawful things as are incidental or conducive to the achievement of the foregoing purposes of any of them.

Board responsibilities
On behalf of key stakeholders, especially the Members and help seekers, the Board is responsible for the stewardship and future well-being of LLCVM. The Board bears ultimate responsibility for LLCVM achieving the purposes for which it exists. In providing leadership and strategic governance, the Board must:

- establish the organisation’s mission, values, goals and objectives;
- identify and monitor the management of corporate risks;
• establish, monitor and review the strategic direction for LLCVM including review and approval of the strategic plans, annual budgets, financial objectives, significant capital allocations and expenditures and major initiatives;
• monitor LLCVM’s performance against policies and other criteria that have been set by the Board;
• ensure there are adequate resources to realise LLCVM’s mission, values, goals and objectives and that these are managed effectively through reliable financial systems;
• ensure the maintenance of LLCVM’s status as a not-for-profit entity and registered charity with deductible gift recipient endorsement;
• recruit and support the Executive Officer, and constructively monitor and assess his or her performance;
• determine the terms of employment and remuneration of the Executive Officer and Senior Management Team;
• ensure that there are processes in place to identify, manage and monitor risks;
• ensure LLCVM’s compliance with applicable laws and regulations, including ensuring its ability to meet its debts as they fall due;
• ensure there are mechanisms for consultation with key stakeholders, and continuing accountability to them;
• ensure it is itself comprised of persons who have the skills and qualities to effectively realise the LLCVM's mission, values, goals and objectives; and
• commit to the values of LLCVM.

Key Relationships

• Board Directors
• Executive Officer
• Members of LLCVM
• Government representatives
• Potential donors

Experience, Skills & Knowledge

• Minimum 2 years in a chair role, with a similar organisation.
• Sound governance knowledge.
• AICD or Community Directors course, highly regarded.
• Strong understanding of the NFP sector.
• Good local connections to a range of networks.

Responsibilities of the Role

• Preside over general meetings of Members and Board meetings and ensure the effective conduct of these meetings;
• Provide the EO with regular opportunities to discuss ideas, check directions and act as a supportive sounding board for the EO;
- Performance management of the EO
- Ensuring that decisions taken by the Board take into account:
  - any resolutions of the Members from General Meetings
  - advice from the LLCVM Management (including that arising from the consultation it undertakes with Lifeline Centres)
  - management of risk to Members
  - the duties Directors of LLCVM have to responsibly work for the interests of the national body and its Members.
- Ensuring appropriate governance of ‘In Camera’ Board meetings is adhered to;
- Contribute to advocacy activities such as in the areas of government relations, Member engagement and fundraising, and act as a spokesperson for LLCVM in the media and at significant events; and
- Ensuring consultation with key stakeholders, and accountability to them is met.

**Relevant Documents attached:**
LLCVM Constitution
Sub Committee Chart
Strategic Plan

**To apply:**

Send your resume and cover letter attention to Acting Chair, LLCVM – admin@lifelinecvm.org.au

For more information contact the Acting Chair – Sharnie Curnow on 0409 582 031, or Executive Officer – Lisa Renato on 0439 631 231.

Applications close 5pm Sunday 14th March 2021.