

## Call for applications: Board members of the Welfare Rights Centre

### Context

The Welfare Rights Centre is a specialist community legal centre providing free legal information, advice and representation to help people who live in New South Wales to achieve better outcomes in the social security system. Our work transforms people's lives. Many people dealing with Centrelink have complex, intersecting issues in their lives that cause deep distress and severe financial hardship. Accessing social security entitlements and challenging unfair debts alleviates financial hardship and prevents disadvantage that can span can break the intergenerational cycle of disadvantage for families.

The Welfare Rights Centre is governed by a Board of committed volunteer directors. Because of maximum term limits and a retirement, the centre needs to fill three Board positions commencing in 2023.

### Position Description

A Position Description is attached. Further information about the Welfare Rights Centre, including a copy of the Welfare Rights Centre's Constitution, theory of change, strategic plan and annual reports can be accessed at <https://welfare-rights-centre.org.au/>.

The Welfare Rights Centre encourages applications from people with demonstrated experience in not-for-profit governance and fundraising.

### Applying

Applicants should send a CV, and an application letter to the Chair of the Welfare Rights Centre's Board, Professor Simon Rice, [simon@picom.net.au](mailto:simon@picom.net.au).

An application letter should be not more than two pages, and should outline interest in and suitability for the position. All applications will be dealt with in confidence.

We strongly encourage First Nations people, people from culturally and linguistically diverse backgrounds, and people with disability to apply. Please let us know if you require adjustments to the recruitment and selection process.

**Closing date for applications is Monday 29 August.**

### Process

A shortlist of applicants will be selected for an interview by a sub-committee of the Board, and will be asked to nominate two referees. New board members will be appointed at the AGM in November 2022.

### Questions

For any questions about the role, please contact the Chair of the Welfare Rights Centre's Board, Professor Simon Rice, [simon@picom.net.au](mailto:simon@picom.net.au).

## Position Description: Director (Board member) of the Welfare Rights Centre

July 2022

Position	Director of the Board of the Welfare Rights Centre, Sydney
Salary	Volunteer, unpaid position
Location	Sydney, NSW
Reports to	Board Chair

### About the Welfare Rights Centre

The Welfare Rights Centre is a specialist community legal centre providing free legal information, advice and representation to help people who live in New South Wales navigate the social security system.

We assist thousands of NSW residents every year who are adversely affected by Centrelink decisions. We use the knowledge and experience we gain through casework to advocate for reforms to the law and policy that would make the Australian social security system fairer for everyone. We also empower the community through education and training, law reform and policy advocacy.

### Our Vision

A fair, just and inclusive society where everyone has the resources they need to live a meaningful life.

### Our Purpose

- Defend, advocate for and promote a fair, just and accessible income support system.
- Provide high quality, independent legal services to enable and our clients to assert their rights to income support, to resolve disputes and to navigate the income support system.

### Our Values

- Respect
- Fairness and equity
- Integrity and transparency
- Excellence
- Camaraderie
- Commitment to social justice

### Our Board

The Board is responsible for the governance, strategic direction and financial viability of the Welfare Rights Centre and oversees its management. The Board is committed to best practice governance and the fulfilment of the Welfare Rights Centre's vision and goals.

### Director Roles and Responsibilities

Board directors must:

- demonstrate a commitment to the belief in a just welfare system for all Australians
- fulfil their legal duties, including to act honestly and in good faith, and to act in the best interests of the Welfare Rights Centre.
- attend Board meetings and actively contribute to discussions and decision making
- join a sub-committee attend sub-committee meetings actively contribute to discussion and strategy

- exercise diligence and care and prepare for meetings by reading through all assigned papers
- contribute to the strategic direction for the Welfare Rights Centre and monitor the centre's performance against these strategic goals
- along with fellow Directors, appoint the Executive Director and ensure adequate reporting is complete to monitor financial performance, identify and manage risks and give proper consideration to the concerns of the Welfare Rights Centre's clients and other stakeholders
- comply with Welfare Rights Centre's constitution, Charter and code of conduct, and policies
- declare any real or perceived conflicts of interest
- be committed to reconciliation with Aboriginal and Torres Strait Islander peoples
- not do anything to that is likely to harm the Welfare Rights Centre's reputation in the community.

Board Directors may also be asked to perform tasks arising from sub-committee meetings.

### **Tenure and time commitment**

Directors are appointed at the annual AGM for an initial term of two (2) years, or to fill a casual vacancy. A director may not serve more than three consecutive terms.

Board meetings are held approximately every two months in the evenings. Meetings are held at the Welfare Rights Centre in Surry Hills, Sydney, or virtually if necessary.

Each Board Director is a member of a Board sub-committee, focused on governance, risk, audit finance, development and staffing. Sub-committee meetings are held in the weeks before a Board meeting, usually virtually.

Directors may also be expected to attend workshops, training sessions, fundraising events and other special meetings from time to time.

### **Requirements**

1. Eligibility to stand as a Director of a company limited by guarantee.
2. Demonstrated commitment to the vision, purpose and values of the Welfare Rights Centre.
3. Understanding of the roles and responsibilities of a Board Director.
4. Knowledge and skills in one or more of the following:
  - a. advocacy or service delivery for people experiencing hardship, disadvantage or injustice
  - b. community legal sector
  - c. finance and accounting
  - d. fundraising
  - e. industrial relations
  - f. media/public relations
  - g. not-for-profit governance
  - h. social security law and policy
  - i. strategy and planning.

### **Desirable**

1. Completed the Australian Institute of Company Directors 'Company Directors Course'
2. Personal experience of the social security system.