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# Position Description – Director (voluntary)

Blind Citizens Australia (BCA) is the national representative organisation of Australians who are blind or vision impaired. We inform, connect and empower Australians who are blind or vision impaired and the wider community.

The affairs of BCA are managed by the board of directors (board) which may exercise all powers of the organisation, subject to legislation and the BCA constitution.

There are up to nine directors on the board, including eight directors and the president, all elected by the members. All members of the board must be full members of BCA, which means they are all people who are blind or vision impaired. The term for director positions is three years.

This role requires individuals to make a strong commitment to the work of BCA, its members, and to the ethics, values, practices and culture of the organisation.

## About You

As a director, you are a leader of BCA, with legal and ethical obligations to ensure that BCA is governed in the best interests of BCA and its members.

You have a strong commitment to BCA's vision, purpose and values of transparency; empathy, compassion and kindness; diversity and inclusion; continuous learning, ingenuity and innovation; collaboration and teamwork.

As a director, you will be required to comply with BCA's Constitution, Board Charter and other by-laws, Code of Ethics and Conduct, policies and procedures. You are comfortable using email lists, reading electronic documents and meeting virtually.

## What you need to know

The board meets virtually each month. Between meetings, work is carried on via an email list and occasional additional meetings, with input required to drafts and discussions, so that best practice in corporate governance can be achieved. You are also expected to develop and maintain connections with members and stakeholders and other people who are blind or vision impaired by attending BCA events, meetings and forums, by consuming all BCA publications and keeping yourself informed of developments in the blindness and NFP sector.

This is a voluntary position.

## Duties of directors

These are laid out in legislation and in judge-made law. These duties are:

* to exercise your powers and discharge your duties with reasonable care and diligence
* to act in good faith in the best interests of BCA and to further BCA's vision and purpose
* not to misuse your position as a director or any information gained in their role
* to disclose any perceived or actual material conflicts of interest appropriately
* to ensure that the financial affairs of BCA are managed responsibly and to ensure that BCA remains financially viable
* ensure that BCA satisfies its legal obligations, including to its staff and volunteers.

To fulfil their duties, directors are required to:

* Read, become familiar with and respond to electronic communications and documents relating to the board's work on a regular and timely basis.
* Complete and report on assigned tasks within agreed timeframes, including through committees.
* Participate in, and contribute to committees as delegated by the board.
* Lead, or participate in, board tasks, utilising individual skills, experience and knowledge.
* Lead and inform BCA’s risk management processes.
* Attend and actively participate in at least 80% of meetings of the board and relevant committees.
* Actively participate in BCA's activities and events, nationally and locally.
* Develop and use mechanisms to keep informed about the issues that matter to people who are blind or vision impaired and the diverse responses to them.

## Expectations of directors

* Satisfy all requirements of BCA's Constitution, Board Charter, By-Laws and Code Of Ethics and Conduct.
* Ensure that all activities and advocacy of BCA reflect BCA's vision, purpose and values and further its strategic goals.
* Nurture BCA's reputation and relationships
* Represent BCA to external stakeholders in a way that promotes the work, values and purpose of BCA, and is in line with members’ views.
* Participate in internal and external programs to enhance leadership and governance skills, as agreed by the board.
* Provide leadership in the development and implementation of BCA policy and positions and support and advise the CEO, staff, committees and branches in relation to BCA's perspective.
* Promote membership and the work, role and policies of BCA.

## Working relationships

Directors are accountable to the President and members of BCA. BCA staff are managed and supervised by the Chief Executive Officer (CEO). Any requests for staff assistance must be approved by the CEO.

## Skills and experience

If you are interested in governance and are passionate about BCA and its vision, consider a role with the board. You will need:

* The skills, knowledge and experience necessary to participate in leading the strategic direction of BCA, or a commitment to obtain or develop these skills.
* Experience in providing leadership and motivating others.
* Good communication skills.
* Competence in using email, MS Teams and other electronic communication.
* Ability to access and actively participate in electronic conferences.
* Willingness to work as part of a team.
* Willingness to provide both written and verbal feedback in a timely and constructive manner.

Note: Where appropriate, BCA will support individuals to gain necessary skills and access to facilities in order to develop the above skills.

It is a government requirement that directors need a Director Identification Number, available through the Australian Business Registry Services, and not be disqualified from being directors by ASIC or ACNC.

## Director remuneration

In accordance with the BCA Constitution, a director is not entitled to any remuneration. Directors are entitled to reimbursement for reasonable expenses, in accordance with BCA's Travel and Accommodation Policy.

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