

Board Directors



• *Iconic NFP*

Karingal St Laurence is a progressive \$300m organisation that is committed to building inclusive communities. With over 3000 staff across 200 national locations, two new Directors are sought as part of ongoing Board renewal.

You will be an experienced governance professional with proven business acumen and a strong commitment to the values of the non-profit sector. Your Board involvement has been based on a successful operational career in property, and exceptional financial experience, among other skills.

Please view the Position Descriptions on www.brookerconsulting.com.au and send a brief governance CV (Word format, up to 5 pages) to career@brookerconsulting.com.au or ring Jeremy Wurm on 03 9602 1666, in confidence.

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Position Description Board Director

**KSL VISION:
To Build Inclusive Communities**

**KSL MISSION:
Create and deliver innovative services and supports that empower
people to reach their full potential.**

KSL is a community service organisation which takes pride in proactively supporting people with disabilities, disadvantages and those who are aged, to live full and active lives.

Organisational Values

VALUES

BEHAVIOURS

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| Welcoming | You're part of our family |
| Respectful | We will treat you the way we would want to be treated |
| Integrity | Earning your trust by always adhering to our values |
| Courageous | We bravely drive innovation and advocacy to assist you to live the life you choose |
| Excellence | We are proud in our pursuit of the highest quality, reflecting our commitment to delivering the best |

All safe, all the time

Board Director Position Specifics

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| Responsible to: | KSL Members KSL Stakeholders Internal and External |
| Accountable to: | KSL Constitution KSL Chair and Board, KSL Board Code of Conduct and Governance Policies. All Legislative requirement as determined by Associations Incorporations Act (1981 and incorporated amendments) and all other legislation as it applies to KSL activities. |
| Key Eligibility Requirement | In accordance with Constitutional Rule 32.1 a Director will be a KSL member, and all Director appointments are contingent on satisfactory Police and other checks being completed at time of appointment and ongoing as required. All costs of such checks will be borne by KSL. |
| Role of the Position: | The Board Director will support the work of KSL Ltd and provide mission-based leadership and strategic governance. While day-to-day operations are led by KSL Chief Executive Officer (CEO), the Board-CEO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Individual Board Directors are expected to: <ul style="list-style-type: none"> • actively promote KSL's causes and avoid doing anything that in any way denigrates the organisation or harms its image or reputation • be diligent in attending board meetings and devote sufficient time to preparation for meetings to allow for full and appropriate participation • serve on subcommittees as required, and • uphold Board decisions in public and private. • Attend relevant conferences, special events and professional development opportunities each year • make reasonable enquiries to ensure that KSL is operating efficiently, effectively and legally toward achieving its goals |
| Key responsibilities and requirements: | Specific Board Director responsibilities include: <ul style="list-style-type: none"> • work with other Board Directors in setting the strategic direction of the organisation • approving the annual operating and capital expenditure budgets • monitoring the financial performance of the organisation including any significant variations during the financial year. • appointing the Chief Executive Officer • succession planning for Board Directors, the Chief Executive Officer and Senior Managers |

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| | <ul style="list-style-type: none"> • approving remuneration for the Chief Executive Officer • evaluating the performance of the Chief Executive Officer • approving major policies including CEO limitations, financial and compliance policies • ensure that an external auditor is appointed • effective management of health and safety risks • approving of the annual audited financial statements • reviewing and updating, where necessary, all governance policies at least every two years • ensuring the management of risk and compliance within the organisation • ensuring there is effective communication with KSL members, • ensuring that the reputation of KSL is upheld. <p>Directors of the board share these responsibilities while acting in the interest of KSL. Each Director is expected to make recommendations based on his or her experience and vantage point in the community</p> <p>Director appointments are contingent on satisfactory Police and other checks being completed at time of appointment and ongoing as required with the cost to be borne by KSL.</p> |
| Length of term and current meeting timetable commitment: | <p>Board Directors are elected by the KSL members for a period of three years.</p> <p>There will be a minimum of six evening Board meetings each year. It is expected that Board Directors will endeavour to attend as many Board meetings in their entirety as possible.</p> <p>In addition the Board has four approved subcommittees with meetings held at least quarterly in coordination with the full board meetings and the KSL Annual General Meeting.</p> <p>Apologies are required in advance for non-attendance at formal meetings.</p> <p>A Board Director will also be asked to participate in additional meetings during the course of the year as deemed necessary.</p> |
| Board Remuneration | Service on KSL's Board of Directors is without remuneration with the exception of Board approved training, travel, and accommodation costs in relation to Board Director duties. |
| Key internal communications: | <ul style="list-style-type: none"> • Regular contact with Chief Executive Officer; fellow Board Directors; Board Executive Officer; Assistant Company Secretary and Company Internal Auditor. • Contact with members of committees chaired by them |
| Key external communications: | <ul style="list-style-type: none"> • Contact with the public and members of the community • Board level contact with key stakeholders, partners and supporters. • Community participation as an ambassador of the KSL Board |
| Desirable qualifications and skills: | <ul style="list-style-type: none"> • Ability to work as a team player and strong interpersonal communication skills • Analytical, critical reasoning and problem solving skills • Capacity to maintain confidentiality of matters • Strong consumer focus • Ethical, open honest, trustworthy, high levels of integrity. • Good social, business and community networks • Have previous Board or corporate governance experience • Have the capacity to think strategically. • Preparedness to work hard and commit time and effort to do the job • Strong stewardship orientation • Problem solving skills • Professional or Industry skills i.e. Law; Accounting; Marketing; Disability, Employment or Philanthropy • Preparedness to develop a detailed understanding of KSL • Have a good understanding of the KSL Organisation an capacity to represent the interests of KSL ahead of personal interests • Personal qualities of integrity, credibility and passion for improving the lives of KSL clients. • Strong financial literacy and analytical ability • Oral Communication skills • Ability to understand and relate to stakeholders • Education and Broad business experience |
| Professional Development of Directors | <p>All Board directors are expected to contribute to the governance of the organisation to the best of their ability. An individual development plan will be formulated for all directors by the Chairperson in conjunction with each Director. These plans will be reviewed annually.</p> <p>All Board Directors are required to attend relevant conferences, events and professional development opportunities each year.</p> <p>All reasonable costs to attend conferences and events will be met by KSL. The costs of formal governance training, eg AICD Directors courses, will be partially met by KSL as determined by the KSL Board.</p> |

DATE UPDATED: September 2017
TO BE APPROVED BY: KSL Board