



President (Chairperson)

The President has special responsibility for providing leadership of the management committee, and for ensuring strategic direction and performance is established and met. This leadership role also ensures that processes are in place for The Base to meet its compliance requirements, guiding management committee meetings and facilitating effective relationships amongst members.

Requirements:

- ability to provide management committee and organisation strategic leadership
- ability to balance strategic direction and innovation with The Base's purpose, structure and stability
- commitment to a position term in accordance with the Constitution
- a time commitment of **30** hours per month (**min**) which includes time spent meeting with the Service Manager, overseeing preparation of Management Committee agenda, minutes and meetings, responding to emails and general items.
- governance knowledge and skills.
- chairing of Management Committee meetings and events of the organisation
- high level of commitment to the work of The Base
- willingness to invest in developing own governance knowledge and skills
- support The Base publicly
- prepare for and participate in the discussions and the deliberations of the Management Committee.
- Good communication and leadership skills
- Impartiality, fairness and the ability to respect confidences
- Good time-keeping
- Tact and diplomacy
- Availability to respond within a timely manner
- Knowledge of the organisational environment and the contractual requirements and obligations of a not for profit community service
- Experience and/or knowledge of the Federal, State and Local government public management system, including contracts and protocols
- Understanding and/or experience within the Human Service Sector
- Culturally competent
- Understanding of the Qld Human Rights Act 2019

Other responsibilities:

- provide strategic leadership and vision to the Management Committee and the organisation
- ensure The Base has an articulated purpose, objectives and plans for working towards its vision
- ensure the organisation is currently viable and its financial state is adequate for current needs and longer-term strategies
- monitor and lead compliance with the Management Committee's legal responsibilities
- ensure the organisation has systems, policies and procedures in place.
- monitor performance of The Base and facilitate actions to remedy under or poor performance as required.
- lead reviews of the Management Committee and monitor performance of members in meeting their roles and responsibilities
- lead processes to appoint, monitor, support and engage the Service Manager and undertake disciplinary action if required
- ensure regular meetings of the Management Committee are held
- encourage all Management Committee members to attend meetings and monitor attendance with the assistance of the Secretary
- draw up an agenda for the meetings with the assistance of the Secretary and the Service Manager
- prioritise agenda items and if necessary set time limits on discussion of agenda items
- monitor and ensure that the Management Committee gets through Management Committee business in a timely manner
- lead the meeting through the agenda, keeping discussion relevant and decision making clear and encouraging broad participation
- sign the minutes after they have been confirmed as an accurate record of the previous meeting
- ensure meetings are run in accordance with the Constitution, the Board Charter and relevant policies and procedures
- act as a spokesperson and representative for The Base as required
- act as the Management Committee contact person for the Service Manager
- lead Management Committee succession planning including recruitment, induction and support for new members
- stay in touch with day-to-day operations in the organisation.

The Vice-President is to act as President during all periods when the President is absent from duty or for another reason cannot perform the duties of the office. This includes chairing Management Committee meetings in the absence of the President. The Vice-President shall also provide support to the President and undertake other duties as required by the President.