

# Position Description

## MiLife-Victoria Board Director



<b>Role</b>	Non-Executive Director
<b>Term Length</b>	Three Years
<b>Accountable to</b>	MiLife-Victoria Board of Management
<b>MiLife-Victoria Overview</b>	<p>MiLife-Victoria is a large Not-For-Profit provider of disability services in the South East Melbourne community.</p> <p>MiLife-Victoria is a National Disability Insurance Scheme (NDIS) Registered Provider and has been delivering disability supports in the community for almost 30 years.</p> <p>Annual turnover is in excess of \$5 million.</p> <p>2021 saw MiLife-Victoria's founding Chief Executive Officer (CEO) retire and new leadership take the reins.</p>

### Position Requirements

#### 1. General

- On being elected to the Board, undertake induction and training procedures as provided by the Board and organisation.

#### 2. Governance

- Consider, debate, and vote on issues before the Board on the basis of the organisation's best interests only.
- Comply with MiLife-Victoria's rules, policies, and standing orders.
- Comply with the National Disability Insurance Scheme (NDIS) Code of Conduct.

#### 3. Planning

- Review and approve the organisation's Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan, etc).

#### 4. Meetings

- Attend all meetings (including monthly Board meetings, the Annual General Meeting and any out of sessions meetings as required) or, if absolutely unavoidable, apologise in advance for absence.

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- Where Board papers are circulated in advance of the Board meeting, read papers and consider issues before the meeting.
- Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate.

### 5. Administration

- Only approach MiLife-Victoria employees (paid or unpaid) through the CEO.
- Serve on Board committees as required.
- Review and approve the organisation's systems for financial control and risk management.
- Understand the organisation's finances (including solvency).

### 6. Promotion

- Promote the organisation in the community as opportunities arise.

### 7. Fundraising

- Participate enthusiastically in any Board-approved fundraising activities.

### 8. Legal and Ethical

- Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation.
- Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation.
- Immediately inform the Board of any direct or indirect material personal interest in any contract/issue with the organisation.
- If the Director has any direct or indirect material personal interest in any contract/issue with the organisation, not vote in the Board on that issue.
- If the Director has any non-material personal conflict of interest in any matter before the Board, or believe that the perception of such a conflict might arise, inform the Board immediately and follow the Board's rulings as to proper procedure.
- At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias, or personal animus.