



Position Description

Role title **Playgroup Tasmania – Board Member (Volunteer)**

Location North, North West or South

Playgroup Tasmania believes that all children have the right to live safely – emotionally, mentally and physically. Playgroup Tasmania is committed to promoting and protecting the safety and wellbeing of all children at all times and in all circumstances in interactions with Playgroup Tasmania.

Everyone has a role to play in keeping children safe from harm and creating child safe and child friendly environments.

Playgroup Tasmania endorses the United Nations Convention on the Rights of the Child and is committed to ensuring the wellbeing and safety of children across Tasmania.

Playgroup Tasmania Board Members work collaboratively to oversee the organisation's operations and to support the achievement of the vision and the strategic objectives of the organisation.

Board Members:

- strategically promote the role, programs and activities of Playgroup Tasmania;
- support the achievement of the Playgroup Tasmania vision and stated values; and
- comply with all relevant legislation, financial requirements, regulations, standards, codes and Playgroup Tasmania policies and procedures.

Position Description

A Board Member:

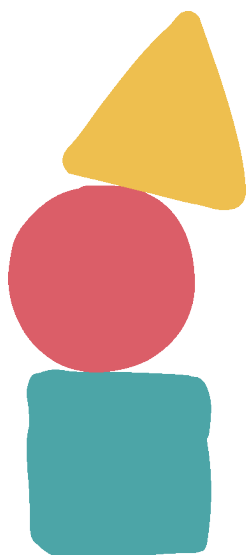
- supports the activities of Playgroup Tasmania in accordance with the constitution, policies and procedures to achieve its stated objectives;
- liaises with the Executive and Board to ensure all business of Playgroup Tasmania is carried out in accordance with Playgroup Tasmania's Constitution, policies and procedures, strategic plan, annual plan, Playgroup Australia Service Agreement and all other grant deeds;

- develops an effective working relationship with all Board Members and the CEO;
- works with the Board to conduct the performance appraisal for the CEO;
- works with the Board in the development of the strategic plan for Playgroup Tasmania;
- works with the Board in the approval of budgets and business plans for good governance;
- works with the Board in the creation, renewal and approval of the constitution, new policies and procedures for good governance;
- uses the annual policy review schedule to ensure Playgroup Tasmania policies, procedures and plans are upheld and updated accordingly;
- works with the Board in the creation, review and approval of position descriptions for the board and CEO;
- works with the Board to ensure planning and budgeting for the future is carried out in a financially responsible manner and in accordance with the wishes of the Members;
- can be an official delegate at conferences, seminars, events and reports to the Board and Playgroup Tasmania Members on any matters of interest;
- can represent Playgroup Tasmania as part of collaborative work undertaken with Members of the Playgroup Federation and Playgroup Australia; and
- supports the promotion of Playgroup Tasmania across the state.

Continued ...

Volunteer responsibilities and expectations

- The Board represents Playgroup Tasmania to Government, community organisations, the corporate sector, Playgroup Tasmania volunteers, Members, expectant and new parents.
- A Board member's conduct while performing this role will reflect upon the reputation of Playgroup Tasmania.
- Board positions are for terms of 2 years.
- Use of own car, computer, phone, including internet, is required. (Reimbursed in accordance with Playgroup Tasmania policy.)
- Meetings are usually held via video conferencing with up to 2 face to face meetings per year.



Qualifications

Experience/skills in the following are an advantage:

- Business strategy/development
- Legal
- Marketing
- IT
- Finance
- Change management
- Volunteer management
- HR

Experience and attributes

- Commitment to enhancing the lives of Tasmanian children and families.
- Self-motivated, positive, enthusiastic and highly organised.
- Awareness of environment in which the Playgroup Tasmania operates and ability to respond appropriately to the changing needs of a community-based organisation.
- Demonstrated experience working as part of a leadership team, responsible for making decisions on behalf of others.
- Capacity to think and make decisions at a strategic level.
- Ability to identify, assess, track and respond to risk at a Board level.
- Possess well-developed written, oral and interpersonal skills with the ability to communicate effectively with a wide range of people.
- Knowledge of the principles and practices of not-for-profit governance and awareness of legal responsibilities of Board Members.
- Comprehensive understanding of conflict of interest and recognition that a Board Member must act in the best interests of Playgroup Tasmania.
- Demonstrated track record that would enhance the reputation of Playgroup Tasmania.



Board Nominations

There are seven (7) positions on the Playgroup Tasmania Board. Board nominations close no less than 10 days prior to the Annual General Meeting.

Nominations for Board positions must be:

- Provided in writing on the appropriate Board Member Nomination form.
- Received by the Public Officer/CEO at least 10 days before the Annual General Meeting. **In 2024, the date nominations must be received by is Tuesday, 19 November.**

Nominees must:

- Be a financial Member of the Association or willing to join and pay the prescribed fee (\$2)
- Be at least 18 years of age
- Not have been an employee, or an immediate family member of an employee of Playgroup Tasmania in the past 2 years.

The nominee must also:

- Provide a current resumé detailing skills and interests that would benefit the objects of the Association.
- Provide written professional references from 2 referees.
- Be willing to:
 - sign the Playgroup Tasmania Confidentiality Agreement.
 - sign the Playgroup Tasmania Child Safety and Wellbeing Statement.
 - adhere to the Playgroup Tasmania Code of Conduct.
 - declare all conflicts of interest (whether actual or perceived).
 - provide a Working With Vulnerable Persons Registration or equivalent as defined in the *Registration to Work with Vulnerable People Act 2013*.
 - obtain a satisfactory national police check.
 - confirm that you are not declared bankrupt, and/or have not applied to take advantage of any law relating to bankrupt or insolvent debtors or compounds with creditors, and/or to make any assignment of your estate for your benefit.

Continued ...

Continued from previous page ...

- confirm that you are not a represented person within the meaning of the *Guardianship and Administration Act 1995*.
- confirm that you can perform the duties of the office competently.

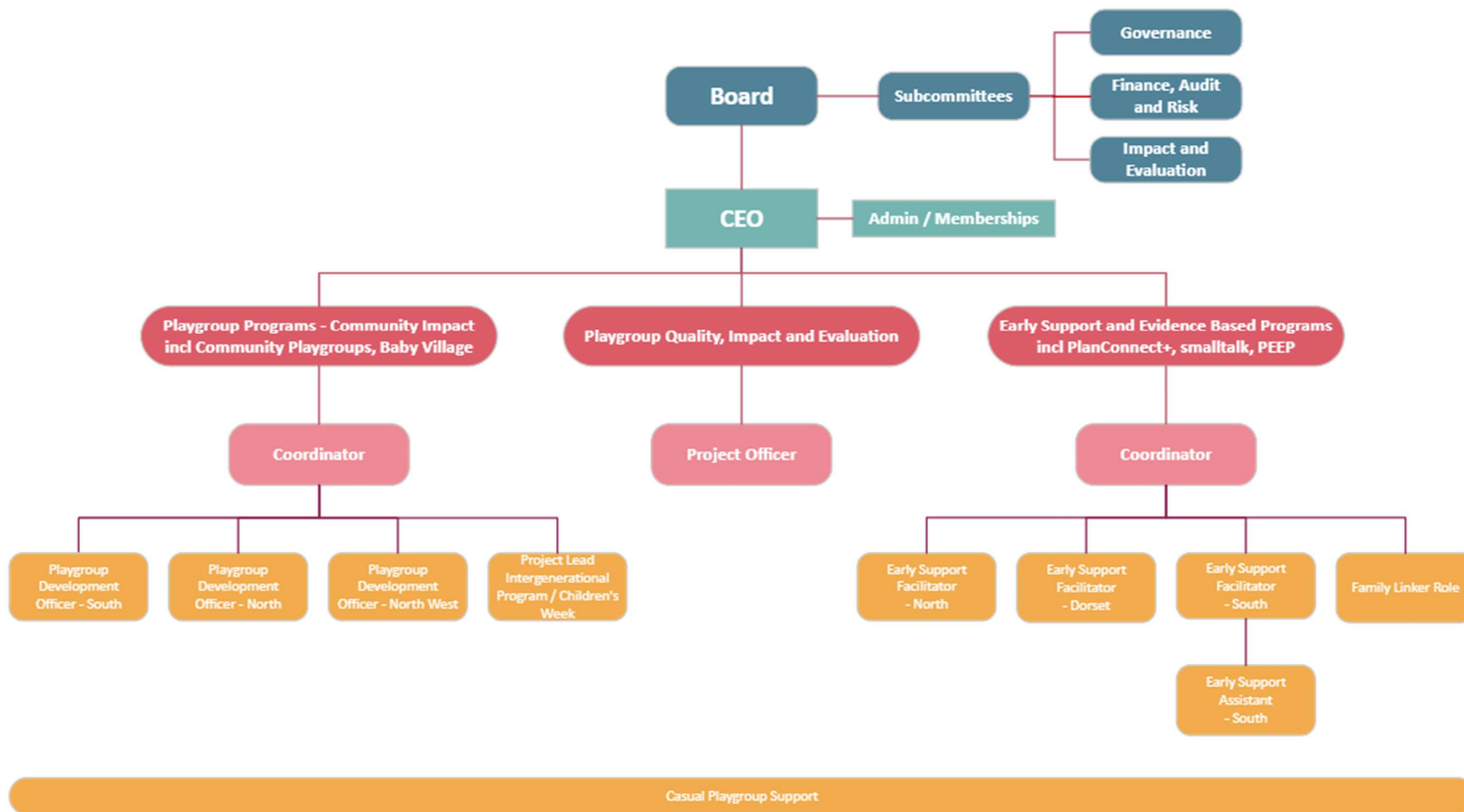
Please note

If the number of suitable nominations for Board positions is less than the number of vacancies, the Public Officer is to declare elected those Members who have nominated.

If the number of nominations is greater than the number of Board vacancies, a ballot will be held of eligible Members present at the AGM.

Casual vacancies

When a casual vacancy arises, nominations will be called publicly and a decision made and ratified by existing Board Members.



Casual Playgroup Support