



Application form

Personal details

First Name	Surname
<i>Residential address</i>	
Street	Suburb
State	Postcode
Email	Mobile Phone
<i>Postal address (if different from above)</i>	
Street	Suburb
State	Postcode
<i>Emergency contact details</i>	
Contact Name	Mobile Phone

Your skills & experience

Please attach a copy of your current resumé

Provide 100 to 150 words summarising your personal and professional strengths. *Your bio will be used to tell Member who you are, if an election is required and for promotional purposes on the Playgroup Tasmania website, if you are successful.*

Briefly describe what you hope to achieve as a member of the Playgroup Tasmania Board.

While we do not require you to have specific experience, we would like to know what skills you would bring to the Board. Please tick all areas that apply to you in the list below.

- | | |
|--|---|
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Human Resources / Industrial Relations |
| <input type="checkbox"/> Audit/Finance | <input type="checkbox"/> Legal/Law |
| <input type="checkbox"/> Change Management | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Child & Family Support | <input type="checkbox"/> Organisational Development |
| <input type="checkbox"/> Child Safe Organisations | <input type="checkbox"/> Policy Development |
| <input type="checkbox"/> Compliance | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Cultural Diversity incl. lived experience | <input type="checkbox"/> Research & Development |
| <input type="checkbox"/> Digital strategy | <input type="checkbox"/> Strategic Management |
| <input type="checkbox"/> Disability, including lived experience | <input type="checkbox"/> Workplace Health & Safety |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Governance | |

Acceptance

As a matter of compliance, we require all prospective Board Members to be willing to comply with a variety of required checks and documentation.

*Required checks and declarations include:

- A Confidentiality Agreement
- Playgroup Tasmania's Child Safety and Wellbeing Statement
- Playgroup Tasmania Code of Conduct
- An ACNC Responsible Person declaration
- Conflicts of interest (whether actual or perceived)
- A current, satisfactory Working With Vulnerable People (WWVP) registration and National Police check

By signing below you are indicating your willingness to abide by relevant policies.

Signature of Nominee	Date
<i>For office use</i> Date Received	Signature of Public Officer
<i>Endorsement of 2 Playgroup Tasmania Members</i>	
Member 1 Name	Member 2 Name
Member 1 Signature	Member 2 Signature

For further information and for support to get member endorsements, please contact

Sue Conway (current Board Chair), mobile 0448 324 027

Please return this form by 5pm, Friday, 22 September 2023 to:

Public Officer

C/-: jacinda.armstrong@playgrouptas.org.au

or

PO Box 799 Launceston Tas. 7250



Position Description

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

Location Can be in the 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.

Powers of the Board are assigned in Part 7 to 8 of the Constitution and include:

- to control and manage the business and affairs of the Association;
- may exercise all the powers and perform all the functions of the Association, other than those powers and functions that are required by these rules to be exercised by general meetings of members of the Association;
- the power to do anything that appears to the Board to be essential for the proper management of the business and affairs of the Association;
- to be eligible to be a member of the Board, a candidate must be a financial member of the Association, having paid the special fee of \$2, or an amount to be resolved by the Board at each AGM; and
- the Board operates as a Board of Management, at a strategic level, with operational management being the responsibility of the CEO.

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

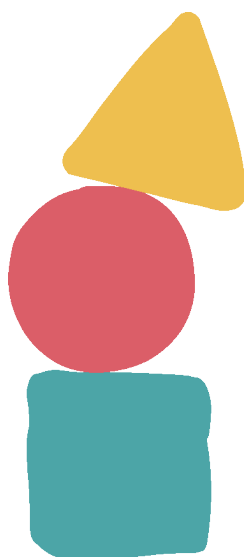
A Board member:

- 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 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 any matters of interest;
- can represent Playgroup Tasmania as part of collaborative work undertaken with members of Playgroup Federation and Playgroup Australia; and
- supports the promotion of Playgroup Tasmania across the state.

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 whilst 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

Selection Criteria

- 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.



Nominations

There are nine positions on the Playgroup Tasmania Board. Board nominations close no less than 14 days prior to the Annual General Meeting.

Nominations for Board positions must be:

- Provided in writing on the appropriate Board Member Nomination form.
- Signed by 2 members of the Association. Playgroup Tasmania can assist you to identify members for this purpose.
- Received by the Public Officer/CEO at least 14 days before the AGM (in 2023, this date is Friday 22 September).

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 a Confidentiality Agreement
 - sign Playgroup Tasmania's Child Safety and Wellbeing Statement
 - sign the Playgroup Tasmania Code of Conduct
 - provide an ACNC Responsible Person declaration
 - declare any conflicts of interest (whether actual or perceived), and
 - provide a current, satisfactory Working With Vulnerable People (WWVP) registration and National Police check.

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.

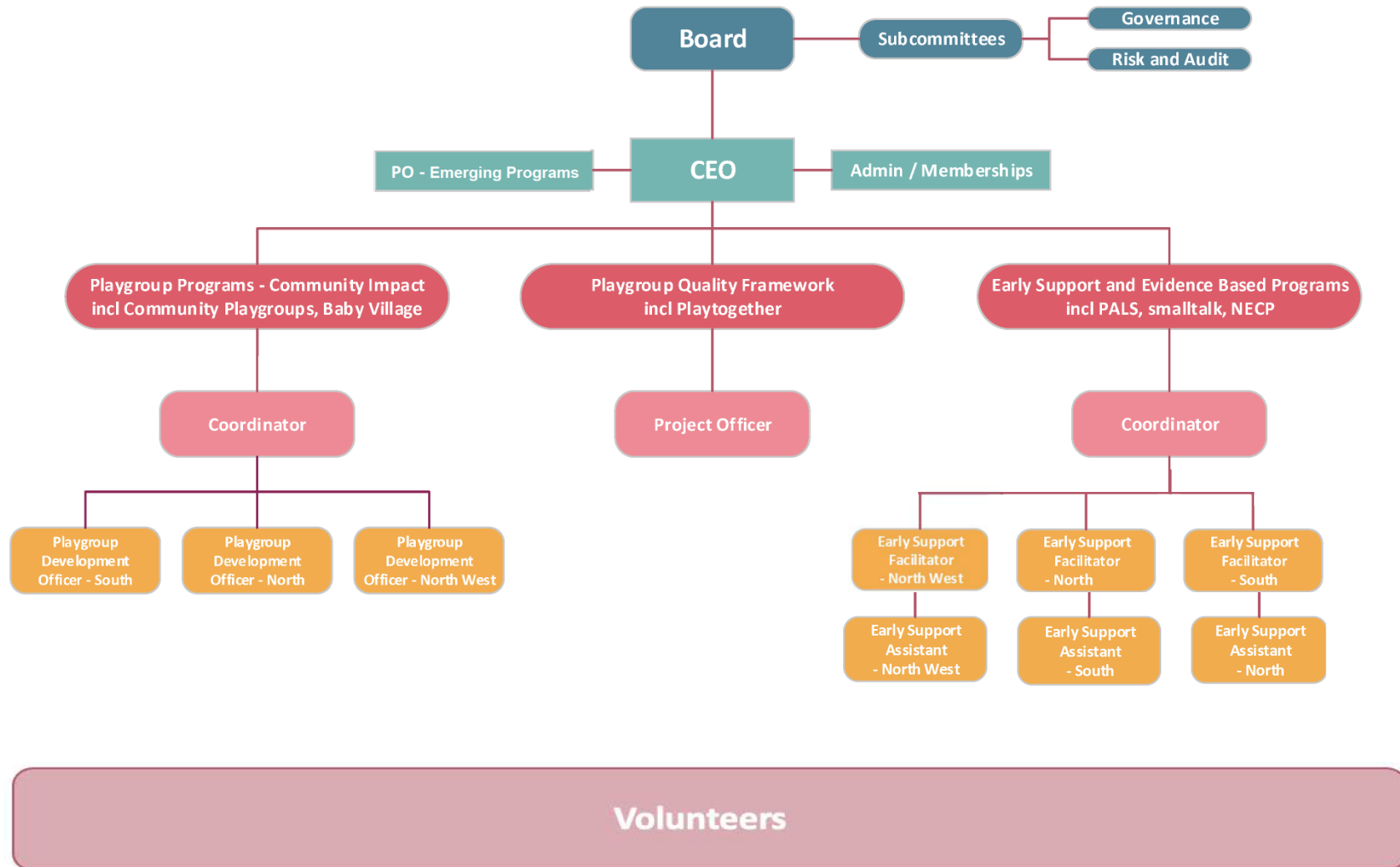
If the number of nominations is greater than the number Board vacancies, a ballot will be held of eligible members present at the AGM.

Casual vacancies

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

Last reviewed: 17 August 2023

Organisational chart



Strategic Plan 2022-2025

Our vision

Families with young children and babies are supported to flourish physically, emotionally and socially through their connections to Tasmania's playgroup community.

Our values

INCLUSIVE:

We are respectful, welcoming and embrace diversity.

INTEGRITY:

We speak with honesty, follow through on our commitments and are accountable for our actions.

CREATIVE:

We are playful, optimistic, curious and open to new ways of doing things.

CONNECTED:

We work collaboratively to create a sense of belonging and recognise that better outcomes are achieved by working together.

Our purpose

We recognise parents and caregivers as their children's first teachers, and emphasise the importance of play and attachment in early childhood development

We work collaboratively with organisations, volunteers and families to build resilient, inclusive and supportive playgroup communities that connect families and young children.

Our priorities

1. Strengthening playgroup quality

Our playgroups and other services are respected for their quality, and are valued and beneficial environments for children and families.

2. Delivering responsive programs for families with young children

Our focus on children and families - especially in the first 1000 days - includes early intervention and prevention programs to meet the diverse and changing needs of the community.

3. Amplifying children's voices

We champion the voice of children and are recognised as a leader in promoting the wellbeing and safety of children.

4. Sharing trusted information for families

We develop, collect and share information in accessible ways for families, young children and those who support them.

5. Promoting the needs of families

We are a strong voice to government and the community about issues that matter to families and young children.

6. A contemporary organisation

Our staff, volunteers and board members contribute to a thriving culture that embraces learning, collaboration and quality governance.