

## POSITION DESCRIPTION

### **Position Specifications**

Position Title:	Board Director
Division:	PQSA Board
Position Type:	Elected (Remuneration at rate determined by Board)
Location:	225 Greenhill Road, Dulwich

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### **Role Purpose**

A Board Director will provide governance to PQSA, represent its community and accept the ultimate legal authority for the Company.

### **Key Performance Areas**

#### **General**

- Upon initial election to the Board, undertake induction and training procedures as provided by the Board
- Undertake subsequent Board training/skilling as the Board determines is necessary and appropriate

#### **Governance**

- Consider, debate, and vote on issues before the Board based on the best interests of the Company only
- Familiarise yourself and comply with the rules, policies and procedures of the Company

#### **Planning**

- Review and participate in the approval process of the Company's Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan, etc)

#### **Meetings**

- Attend all meetings or, if absence is unavoidable, apologise in advance
- Where Board papers are circulated in advance of the meeting, read papers and consider issues before the meeting
- Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate

## **Administrative & Management**

- Engage with PQSA workers in an ethical and appropriate manner (generally through the CEO)
- Serve on Board committees as appropriate
- Review and, where appropriate, approve the Company's systems for financial control and risk management

## **Media**

- Make comments to the media *only* in accordance with PQSA's External Communications Policy

## **Promotion**

- Promote the Company in the community as opportunities arise.

## **Fundraising and events**

- Participate enthusiastically in any fundraising approved by the Board
- Make every effort to attend and support Company fundraising and/or social events

## **Finance**

- With the Treasurer, oversee the CEO to ensure that the Company's financial control procedures are adequate and that risk management strategies are in place

## **Legal and ethical**

- Avoid making any improper use of their position in the Company to gain any material advantage for themselves, or for any other person, or to the detriment of the Company
- Avoid making any improper use of any information acquired by their position in the Company to gain any material advantage for themselves, or for any other person, or to the detriment of the Company
- If they have any direct or indirect pecuniary interest in any contract with the Company, inform the Board immediately
- If they have any direct or indirect pecuniary interest in any contract with the Company, not vote in the Board on that issue
- If they have any non-pecuniary 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 animosity and in a manner consistent with the Company's values.

## **Knowledge, Skills & Experience**

### **Essential**

- Professional qualifications or demonstrated experience in a field aligned with PQSA's strategic priorities and as outlined in the PQSA Constitution
- Excellent communication

### **Desirable**

- Corporate Directorship experience and/or lived SCI experience
- Member or Graduate of Australian Institute of Company Directors

### **Special Conditions**

- Some work outside of normal business hours may be required.
- Some intrastate travel may be required
- Working with Children Check (SA) with at least six (6) months validity
- NDIS Worker Screening Check with at least six (6) months validity

## Our Values

We strive to conduct ourselves, in everything we do, according to our set of five key values.

- **Excellence** - We always achieve the highest quality and consistently go above and beyond
- **Innovation** - We are brave and creative. It's OK to challenge the status quo. We lead by standing out
- **Responsiveness** - We get positive outcomes by anticipating, acknowledging, informing, and acting
- **Equality** - We treat everyone fairly and with dignity and respect
- **Ethical Behaviour** - We are honest, fair, diligent, and trustworthy. We live our values.

## Our Culture Statement

### Our culture and what we stand for is everyone's responsibility.

<p><b>We Deliver:</b></p> <ul style="list-style-type: none"> <li>• by taking personal accountability for our performance</li> <li>• with a can-do attitude</li> <li>• by going the extra mile</li> <li>• a standard of excellence with enthusiasm, pride, and integrity.</li> </ul> <p><i>We won't shirk our responsibilities or blame others</i></p>	<p><b>We Grow:</b></p> <ul style="list-style-type: none"> <li>• by accepting challenges and being focused on solutions</li> <li>• by calling out inappropriate behaviour</li> <li>• through creativity and innovation</li> <li>• with collaboration and the sharing of ideas.</li> </ul> <p><i>We won't walk past bad behaviour</i></p>
<p><b>We Inspire:</b></p> <ul style="list-style-type: none"> <li>• trust in each other to achieve high performance</li> <li>• by celebrating and recognising achievements</li> <li>• by fostering a workplace where everyone pitches in</li> <li>• by encouraging everyone to have a voice.</li> </ul> <p><i>We won't be dismissive, aggressive, or intimidating</i></p>	<p><b>We Support:</b></p> <ul style="list-style-type: none"> <li>• by creating a safe and happy environment for everyone</li> <li>• through open, honest and respectful communication</li> <li>• by sharing the load and supporting our teammates</li> <li>• with empathy, inclusivity, and courtesy.</li> </ul> <p><i>We won't make people feel unsafe or anxious</i></p>

### What we don't stand for is also everyone's responsibility.