

## Position Description – Chair of Management Committee

### Who We Are

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TIA is an Australian based non-profit organisation that works in Bolivia, South America. We work with young people in transition from state care into independence; empowering them to become thriving members of society and create brighter futures for themselves through providing the necessary support and training. TIA Australia is fully volunteer led, with the oversight of its Management Committee.

### Overview

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The Chair of the Board/Management Committee is responsible for providing leadership and support to the committee, staff and volunteers of TIA, as well as liaising closely with the International Director, in the implementation of strategies to achieve the mission of the organisation. Additionally, the Chair is responsible for governance oversight to ensure that TIA meets its legal obligations and is optimised in its functioning.

Specifically, the Chair is responsible for ensuring that the Board/Management Committee and its members:

- Are aware of and fulfil their governance responsibilities
- Comply with applicable laws and bylaws
- Conduct board business effectively, efficiently and in line with best practice
- Are accountable for their performance

### Position Details

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*Positions supervised:* Executive Director

*Time Commitment:*

This position is a voluntary role and the time commitment is estimated to be 1 x 2 hour meeting per month plus 1-2 hours per week other duties (emails, liaising with Executive Director and International Director and other board members, meeting preparation, other tasks as required).

A minimum 2 year term is required.

*Remuneration:* This position is voluntary and unpaid.

### Key Responsibilities

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The Chair will provide leadership to assure effective development, implementation and management in the following areas:

*General Management Committee member responsibilities:*

- Attendance at monthly meetings
- Attendance at AGM
- Be informed of the work of TIA and publicly support it
- Appropriate awareness and review of all relevant operational and financial matters

### *Leadership*

- Query and understand strategic, operational and financial decision making, as appropriate;
- Ensure the compilation, review and approval of an annual strategic plan and budget;
- Review the performance of the Executive Director (ED) from time to time
- Endorse and approve strategic submissions to various industry bodies and funding sources;
- Assist the ED, where required, to promote the organisation in a proactive manner
- Ensure that structures and procedures are in place for effective recruitment, training, and evaluation of board members.

## **Knowledge, Skills, and Experience**

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### *Essential*

- Relevant tertiary qualification
- Strong leadership and relationship building skills
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel
- Demonstrated capability in strategic planning and budgetary analytical acumen
- Risk management skills and understanding
- Previous experience within the non-profit sector
- Highly developed interpersonal, written and oral communication skills
- Previous Board/Committee of Management experience, preferably in the chairperson role

### *Desirable*

- Knowledge of fundraising and sponsorship management, as it applies to non-profit/voluntary organisations
- An understanding of leadership and management principles as they relate to non-profit/voluntary organisations
- Knowledge of federal and state legislation applicable to NGOs including employment standards, human rights, occupational health and safety, charity law, taxation, insurance

## **Application Details**

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This role is a volunteer position and a minimum term of 2 years is required. Applicants must be over the age of 18 and be based in Adelaide (ideally). There will be a probationary period of three months. To apply, please send your CV and a cover letter to the Secretary Laura Yazbeck at [laura.yazbeck@tia.org.au](mailto:laura.yazbeck@tia.org.au) . To learn more about TIA, go to [www.tia.org.au](http://www.tia.org.au).