



Position Description – MJDF Chairperson

Updated: 19/03/2018

Roles and responsibilities:

The chairperson of the MJD Foundation is responsible for providing leadership of the Board including, working in close partnership with the CEO to:

- Facilitating proper information flow to the Board;
- Ensuring the effective functioning of the Board including managing the conduct, frequency and length of Board meetings;
- Communicating and representing the views of the Board to the organisation's stakeholders and to the public.

In performing his/her role, the chairperson's responsibilities also include:

- In partnership with the CEO:
 - Setting the agenda for the matters to be considered by the Board;
 - Ensuring that the information provided to the Board is relevant, accurate, timely and sufficient to keep the Board appropriately informed of the performance, finances, affairs, opportunities and challenges of the organisation, and of any developments that may have a material impact on it;
 - Seeking to ensure that communications with stakeholders, regulators and the public are timely accurate and relevant;
- Facilitating open and constructive communications amongst Directors and encouraging their contribution to Board deliberations;
- Board, sub-committee, Board member and CEO evaluation reviews and succession planning;
- On behalf of the Board overseeing the performance of the CEO;
- Liaising and interfacing with the CEO as the primary contact between the Board and staff;
- Liaising with and counselling Directors as appropriate.

Functions and Tasks:

- Runs Board meetings including:
 - Ensuring the business of the meeting is dealt with effectively and efficiently;
 - Encouraging participation in deliberations by all Directors so that the benefit of each member's perspectives and contribution can be shared and considered;
 - Maintaining the meeting's focus on strategic and other priority matters;
 - Setting standards of behaviour and engagement at Board meetings and discouraging behaviour inconsistent with those standards;
 - Keeping the meeting's focus on the subject matter to hand.
- Oversees aspects of Board engagement including:



- Maintaining a culture of respect and inclusion amongst Directors and the MJDF staff team;
- Counselling Directors and the CEO;
- Facilitating Board and Director evaluations and reviews;
- Facilitating Director, Board, Board sub-committee (as applicable), CEO and chair succession planning and its execution;
- Acts as the Board's representative in communications between the Board and the:
 - Key MJDF stakeholders;
 - CEO;
- Effectively and fairly represents the organisation, in co-operation with the CEO, in the organisation's communications with its broader stakeholders;
- Exemplifies the organisation's agreed values and standards of behaviour;
- In alignment with the CEO, is visible at times of crisis where trust and confidence in the ability of the Board and management to respond to the crisis is important.

The attributes of the MJDF Chairperson include:

- Fostering a stimulating and challenging boardroom environment with full and frank debate on issues as well as leading the Board to make decisions in a timely manner;
- Respectful, yet candid and decisive, in facilitating Board, Board sub-committee, Director and CEO evaluations, reviews and succession planning;
- Being open and engaging and having good interpersonal skills enabling the chair to communicate effectively with and gain the trust and confidence of his/her intended audience;
- Demonstrated ability to communicate effectively with Aboriginal people and an understanding of their cultures.
- Sound public and private speaking and listening skills;
- Treating other Directors with respect and value their contributions, whilst being able to deal tactfully, yet effectively, with Directors who may otherwise be disruptive;
- Familiar with the requirements of the organisation's constitution, governance/board charter and at general law, including with respect to the conduct and running of meetings (Board, Board sub-committee and stakeholders);
- Display the necessary combination of skills and values to maintain the trust and confidence of the Directors ;
- Understand the limitations of his/her powers and authority.



Selection criteria:

MANDATORY

- Relevant Board experience
- Strong communication skills
- Reasonable availability (including weekly contact with CEO (or when urgent issues arise), ability to travel and attend 3 Board meetings a year and other priority engagements as required)
- Track record of successfully working with Aboriginal people / familiarity with issues and challenges facing remote communities
- Relevant organisational understanding and experience
- Understanding of issues particularly relevant to NT/QLD

DESIRABLE

Experience and / or understanding of:

- Chairing a Board
- Corporate C level experience.
- Board Governance (including relevant qualifications)
- Disability sector (especially NDIS)
- Health sector
- Government policy
- Media
- Fundraising