



Expressions of Interest Invited Board Member (volunteer)

An exciting opportunity has opened at the Tasmanian Refugee Legal Service (TRLS) to fill a vacancy on its Board of Directors. Expressions of interest are sought from individuals to serve for an initial four-year term. **Applicants from an asylum seeker/refugee or migrant background are strongly encouraged to apply.**

TRLS is Tasmania's only free migration and related legal services provider, helping people seeking asylum, refugees and disadvantaged migrants connected to the Tasmanian community. We work for equitable access to justice to ensure that the human rights of people of refugee background are upheld. We believe that diversity strengthens our community. We value diversity, justice, respect and compassion. At TRLS, in addition to client-facing work, we also provide related awareness services to the community, stakeholders, and the legal profession.

TRLS is a fast-growing organisation. To meet new demand and improve social return and consistently with our strategy, over the past 12 months we have significantly expanded our active client base and professional services, and increased community outreach activities. We project this growth will continue in response to growing awareness of our services and arising from ongoing geopolitical events around the world.

As a board member you will be required to attend board meetings every two months, participate quarterly on a Board Subcommittee, and liaise with the Board's Chair and other board members. Other time commitments may include attendance and contribution to strategic planning sessions, and stakeholder events. The role is voluntary, but TRLS will reimburse board members' costs associated with attending meetings outside of Hobart and will provide professional development opportunities.

Interested? What to do next

If you are interested in this opportunity, please send your application to Cleo Hansen-Lohrey at cleo.hansenlohrey@trls.org.au by **17 June 2023**. Your application should include a CV along with a two-page cover letter outlining your interest and addressing the selection criteria. For any further information regarding the service, please contact Cleo or visit www.trls.org.au.

Position Description

Position	Board Member
Length of Position	4-year term
Location	The role is not location specific

Role of the Board

The role of the Board is to effectively achieve the purposes of TRLS in concert with clients and key stakeholders with a view to adding long term value, growth, and profitability to the organisation.

The Board is accountable to clients and TRLS's wider stakeholders for the management of the organisation's business and affairs and, as such, is responsible for the overall culture, strategy, governance, risk management and performance of the organisation.

TRLs's approach to corporate governance is based on a set of values and behaviours that underpins day-to-day activities, provides transparency, and protects the interests of stakeholders. This approach includes a commitment to corporate governance excellence, which TRLS sees as fundamental to its sustainability and performance.

Responsibility

The Board Members of Tasmanian Refugee Legal Service (TRLs) are accountable for the overall governance of the organisation.

The organisation operates within the regulatory environment of:

- Australian Charities and Not-for-Profit Commission (ACNC) legislation
- Requirements of Consumer, Building and Occupational Services under the laws for incorporated associations
- Other common law and legislative obligations
- The TRLS Constitution
- Requirements of the Tasmanian and Australian Governments and other organisations that provide funds in accordance with funding contracts
- Codes of practice and ethics agreed to and adopted by the organisation through its Governance Charter including Good Governance Principles and Guidance for Not-for-Profit Organisations (Australian Institute of Company Directors).

All Board Members have the following responsibilities which include:

- Acting in good faith in the best interests of the organisation and for a proper purpose;
- Exercising care and diligence;
- Managing conflicts of interest; and
- Preventing the organisation trading while insolvent

Each Board member collectively as part of the Board contributes to the following responsibilities to:

- Provide leadership and set the culture, strategic direction and proprieties of the TRLS;
- Monitor the TRLS's performance and ensure compliance with relevant legal obligations;
- Ensure the TRLS has adequate resources for any proposed undertaking;
- Engage a competent Principal Lawyer / Chief Executive Officer and enter a professional agreement which provides regular performance appraisal; and

- Establish and monitor delegations of authority for the Principal Lawyer / Chief Executive Officer and management.

Each Board Member must sit on one of the Board's three subcommittees, being the:

- Governance Remuneration (staff) and Nominations Subcommittee;
- Finance, Audit and Risk Subcommittee; and
- Fundraising, Communications and Marketing Subcommittee.

Reporting to the Board

All Board Members are required to report to the Board at each Board meeting on any assignments they have accepted, or any meetings they have attended as part of their Board responsibilities.

Reporting by the Board

The Board is required to report to the TRLS's members at each Annual General Meeting and to provide an Annual Report.

Performance review

The Board strives to improve the effectiveness of communication and decision-making, along with the effectiveness and efficiency of meetings. Formal performance review of Board Members occurs at intervals throughout their tenure, with a focus on continuous quality improvement and monitoring performance.

Expenses

Out of pocket expenses are paid in alignment with TRLS Expense Policy.

Professional Development opportunities are available to Board Members annually.

Time commitment

There are six (6) meetings per calendar year scheduled annually in advance, in accordance with the annual board calendar. There are on average four (4) subcommittee meetings annually, organised on a rolling basis.

A commitment to thoroughly read Board and Subcommittee papers is expected as is any necessary participation in committees or special meetings that may be required from time to time. Some email communication relating to Subcommittee business is required between meetings. Attendance at the company's Annual General Meeting and agreed Board training and planning sessions is also expected.

Selection criteria

Applicants should address all the essential criteria in their cover letter. They may choose to address the desirable criteria.

Essential criteria

1. Sound professional skills, knowledge and experience in best practice corporate governance including the fiduciary duties and legal frameworks that underpin the role and organisation.
2. The ability to think strategically and critically to develop plans and solutions that meet TRLS' strategic objectives.
3. Knowledge about and the ability to analyse key financial statements. The ability to critically assess financial viability and performance and contribute to strategic financial planning and oversee budgets and the efficient use of resources.
4. The ability to identify key risks to the organisation in a wide range of areas including legal and regulatory compliance.
5. Capacity to attend Board and Subcommittee meetings, training, and other agreed activities.

Desirable criteria

6. Demonstrated knowledge and experience in a relevant professional area or industry field, including:
 - accounting and finance
 - strategic marketing management
 - fundraising and philanthropic strategy
 - business
 - government, or
 - community and stakeholder engagement