# BCA logoBlind Citizens Australia

# Position Description - President

Blind Citizens Australia (BCA) is the national association of Australians who are blind or vision impaired. Our mission is to achieve equity and equality by our empowerment, by promoting positive community attitudes, and by striving for high quality and accessible services which meet our needs.

The affairs of BCA are managed by the Board of Directors (Board) which may, subject to any directive given to it by a general meeting of members, exercise all powers of the organisation subject to the Corporations Law and the Constitution.

The Board comprises the President, up to eight other Directors, and the Immediate Past President. All members of the Board must be full members of BCA.

In accordance with the BCA Constitution and the Corporations Law the President is a Director with the same governance and leadership responsibilities as all other Directors. The President's additional responsibilities are detailed below.

## The Role of a Director

As a Director, you are in a leadership role, responsible for leading, motivating and working with the organisation for the benefit of members. This role requires individuals to make a strong commitment to the work of BCA, its members, and to the ethics, principles, practices and culture of the organisation.

## Director’s Duties:

* Act with reasonable care and diligence;
* Act in good faith in the best interests of BCA;
* Maintain confidentiality;
* Provide leadership for the members of BCA;
* Provide a clear strategic path for the organisation;
* Attend and participate in all Board meetings;
* Read and become familiar with all Board documents;
* Participate in, and contribute to, Committees as delegated by the Board;
* Lead, or participate in, Board projects, utilising individual skills, experience and knowledge;
* Represent BCA as delegated on external committees and at events held within the disability sector.

## Working Relationships:

### Board of Directors

Directors are accountable to the President and members of BCA.

### BCA Staff

Staff are managed and supervised by the Chief Executive Officer (CEO). Any requests for staff assistance must be approved by the CEO.

Directors are responsible for ensuring that BCA satisfies its legal obligations to its staff and volunteers.

## Key Result Areas:

### Leadership and governance

* Undertake the duties of Directors as set out in the BCA Constitution and the Corporations Act 2001, including ensuring the organisation remains financially sustainable;
* Ensure that all initiatives undertaken by BCA match the mission and core values of the organisation and are in accord with the strategic plan;
* Abide by the BCA Code of Conduct including respecting and maintaining privacy and confidentiality;
* Complete and report on assigned tasks within agreed timeframes;
* Take an active role in activities of BCA within their home State.
* Participate in internal and external programs to enhance leadership and governance skills, as agreed by the Board.

### Policy development and implementation

* Provide leadership in the development and implementation of BCA policy and provide support and advice to the National Policy Council in policy development;
* Provide support and advice to staff in the implementation of BCA policies as requested by the CEO.

### Building reputation and relationships

* Where required, act as BCA’s representative at various national, international and where appropriate, state level committees, where participation by BCA is desirable;
* Where required, represent BCA on external bodies in and out of Australia;
* Promote the benefits of BCA membership to people who are blind or vision impaired, both on an individual and group basis;
* Maintain effective relationships with organisations in the disability field within Australia and overseas.

### Communication and Administration

* Be able to access email and respond to electronic Board documents on a regular basis;
* Be available to participate in scheduled meetings including telephone conferencing and face to face meetings.

## Skills and Experience:

### Essential

* Good communicator with proficiency in using email and other electronic communication;
* Ability to actively participate in teleconferences and other telephone based communications;
* Experience in providing leadership and motivating others;
* Ability and willingness to travel independently to attend face to face meetings and other events as required;
* Ability to work as part of a team.

### Desirable

* Experience in developing policy;
* Experience in project management;
* Experience in working on voluntary Boards or management committees;
* Experience in mentoring and/or coaching others to develop skills.

Note: Where appropriate, BCA will support individuals to gain necessary skills and access to facilities to enable them to develop the above skills.

### Key Performance Indicators

* Attend at least 80% of all Board meetings held by telephone conferencing;
* Attend all face to face meetings;
* Attend at least 80% of delegated Committee meetings;
* Abide by the Director’s Code of Conduct;
* Read all background material prior to all Board meetings;
* Respond to requested feedback material as required in the given time frame;
* Be an active participant in Committees as appropriate;
* Attend National and own State Conventions as National representatives where possible.

## The Role of the President

The President is expected to provide leadership within the Board, and to the organisation more broadly. He/she must ensure that the Board functions effectively, and work diligently and consistently for the benefit of the Board and BCA members.

The role requires the incumbent to make a strong and ongoing commitment in time and effort.

### Key Result Areas:

* Undertake the duties of a Director as set out in the BCA Constitution and the Corporations Law;
* Provide leadership to the Board of Blind Citizens Australia;
* Preside at all meetings of the Board;
* Develop and manage the Board Agenda, in consultation with the Chief Executive Officer;
* Ensure that all initiatives undertaken by BCA are in conformity with the mission and core values of the organisation;
* Ensure that BCA members are kept informed of Board actions and organisational issues;
* Serve as chief spokesperson for BCA both internally and externally;
* Attend, or delegate attendance at functions or events associated with BCA;
* Represent BCA, or ensure that BCA is represented, within like-minded organisations across the blindness sector;
* Monitor and provide support to the work of the BCA National Policy Council;
* Monitor the work and ensure the effective functioning of the Finance, Audit and Risk Management Committee;
* Ensure that a clear strategic direction is provided for the organisation;
* Provide support and advice to staff in the implementation of BCA policies and procedures as requested by the Chief Executive Officer;
* Lobby relevant service agencies and Governments to implement BCA policy;
* Monitor policy changes in Government and other agencies and provide support to the National Policy Council and staff in responding where appropriate;
* Maintain effective relationships with organisations in the broader disability sector within Australia and overseas.
* In association with the CEO, ensure that all internal policies and procedures are regularly reviewed and updated as necessary;
* Preside at all General Meetings of members of BCA;
* In association with the CEO, prepare and present an Annual Report to the membership at the Annual General Meeting;
* Recognise and respect material received in confidence as the BCA President;
* Direct an annual performance review of the Chief Executive Officer, with the assistance of the Board.

### Mode of Operation:

BCA is a national organisation with members, staff and commitments across the country. To effectively lead the organisation's work and to sustain the relationships that are essential for its success the President must be able to independently utilise contemporary electronic communications (including email, remote file access and teleconferencing) on a regular basis.

The President must be willing and able to travel independently as required.

## Director’s and President's Remuneration:

In accordance with the BCA Constitution, a Director (including the President) is not entitled to any remuneration. However, with the approval of the Board, Directors are entitled to reimbursement for reasonable expenses incurred in performing his/her duties. The cost of travel and accommodation (including breakfast only) must have prior approval of the Board. Travel and accommodation bookings are generally made by BCA staff.

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