# BCA logoBLIND CITIZENS AUSTRALIA

## Position Description - State Division Committee Member

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.

State divisions are created by the BCA board either at the request of members in that state or where the board identifies the need for a state division. State divisions do not replace local branches, but provide statewide oversight to help promote the work of BCA and to support, engage and grow its membership.

In accordance with the “state Division Guidelines” state divisions are to be governed by a state division committee.

The guidelines state:

“Each State Division Committee, led by the State Division chair, is responsible for the governance and operation of the State Division including ensuring that:

* regular State Division Meetings are held and appropriately conducted;
* all State Division records are properly kept and stored;
* communication channels between the State Division and the Chief Executive Officer and Board are open and professional; and
* all BCA policies and procedures are properly followed."

The committee comprises up to six members, (unless the board decides to increase the size of the committee.) All members of the committee must be full members of BCA and reside in the state where they are seeking membership of a state division committee.

As a committee member, you will be in a leadership role, responsible for leading, motivating and working with the state division 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.

Duties of Committee members:

* Act with reasonable care and diligence;
* Act in good faith in the best interests of BCA;
* Maintain confidentiality;
* Provide leadership for the members of the state division;
* Provide a clear annual plan for the state division;
* Attend and participate in all committee meetings;
* Read and become familiar with all state division documents;
* Lead, or participate in, state division committee projects, utilising individual skills, experience and knowledge;
* Represent BCA as delegated on state-based external committees and at state events held within the disability sector.

BCA State Division Committee Members are required to sign and adhere to the BCA Code of Conduct and Confidentiality Agreement.

## Working Relationships:

**State Division Committee:** Committee members are accountable to the state division chair (who has responsibility for liaising with and reporting to the CEO and board), and to members of the state division.

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

State division committee members are responsible for ensuring that the state division satisfies its governance obligations to BCA.

## Key Result Areas:

**Leadership and governance:**

* Undertake the duties of state division committee members as set out in the “State Division Guidelines”, including ensuring the state division remains financially viable and operates in accordance with its annual budget;
* Ensure that all initiatives undertaken by the state division match the mission and core values of BCA and are in accord with the state division plan;
* Complete and report on assigned tasks within agreed timeframes;
* Take an active role in activities of BCA nationally where possible.

**Building reputation and relationships:**

* Where required, act as BCA’s representative at various state level committees, where participation by BCA is desirable;
* 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.

**Communication and Administration:**

* Be able to access email and respond to electronic state division committee 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 or 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.

## State Division Committee Members’ Remuneration

In accordance with the BCA Constitution, a state division committee member is not entitled to any remuneration. However, with the approval of the CEO, state division committee members are entitled to reimbursement for reasonable expenses incurred in performing their duties. The cost of travel and accommodation (including breakfast only) must have prior approval of the CEO and be within budget.