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# Blind Citizens Australia

# 2021 Position Description - Director

Blind Citizens Australia (BCA) is the national representative organization of Australians who are blind or vision impaired. Our mission is to inform, connect and empower Australians who are blind or vision impaired and the broader community.

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 Act 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.

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 viable;
* 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 Ethics and 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.
* Attend at least 80% of all Board meetings held online;
* Attend all face to face meetings;
* Attend at least 80% of delegated Committee meetings;
* 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.

### 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 online 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 online meetings;
* 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.

All Directors must hold a current police check; BCA can assist with this process.

## Director’s Remuneration

In accordance with the BCA Constitution, a Director 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.