

Ph 1800 033 660 | E bca@bca.org.au | W [bca.org.au](http://www.bca.org.au/) | ABN 90 006 985 226

# Position Description

# NSW/ACT State Division Committee Member

## About BCA

Blind Citizens Australia (BCA) is the national representative organisation of people who are blind or vision impaired. Our vision is to inform, connect and empower people who are blind or vision impaired and the wider community. BCA is governed by a board of directors and a constitution.

## About the State Division Committee (SDC)

The NSW/ACT State Division was created to promote the work of BCA and to support, engage and grow its membership in NSW and the ACT. It works alongside and in addition to our several NSW branches.

The NSW/ACT State Division is governed by a state division committee, which is regulated by BCA's state division guidelines.

The chair is chosen by the committee from among its members. The chair ensures that the committee meets regularly, that meetings are well conducted and recorded and that there is clear and regular communication with the committee and BCA's board, branches and Chief Executive Officer.

The committee may have up to seven members. All of them must be full members of BCA. Up to six must reside in NSW and one must reside in the ACT.

## About you

As a committee member, you will be leading, motivating and working with the state division for the benefit of BCA members in NSW and the ACT and for people who are blind or vision impaired more broadly.You have a strong commitment to BCA's vision, purpose and values of transparency; empathy, compassion and kindness; diversity and inclusion; continuous learning, ingenuity and innovation; collaboration and teamwork.

As a member of the SDC, you will be required to comply with BCA's constitution and by-laws, code of conduct, policies and procedures. You will work with us to implement our strategic plan 2022-25. You are comfortable using email lists, reading electronic documents and meeting virtually.

## What you need to know

The SDC meets regularly electronically and once a year face to face, where possible.

Terms are for two years. Three members from NSW retire each year. The ACT member retires every two years. Retiring members are eligible for re-election.

This is a voluntary position. Committee members will be reimbursed reasonable expenses incurred in performing their duties, including the reasonable costs of travel and accommodation.

## Duties of SDC members:

### SDC members are required to:

* Provide leadership for the members of the state division;
* Contribute to the creation and implementation of a detailed annual plan and budget for the state division;
* Lead, or participate in, state division committee projects and events;
* Represent BCA as delegated on state-based external committees and at state events held within the disability sector;
* Attend and actively participate in at least 80% of all SDC meetings;
* Read, become familiar with and respond to electronic communications and documents relating to the SDC's work on a regular and timely basis;
* Complete and report on assigned tasks within agreed timeframes, including through sub-committees;
* Actively participate in BCA's activities and events, nationally and in NSW and the ACT.

### Expectations of SDC members:

* Satisfy all requirements of BCA's constitution, state division guidelines and BCA's code of conduct.
* Ensure that all SDC projects and events reflect BCA's vision, purpose and values;
* Nurture BCA's reputation and relationships
* Promote the work, role and projects of the SDC.
* Promote the benefits of BCA membership to people who are blind or vision impaired.

### Working relationships:

#### SDC Chair

SDC 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), or their delegate. 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.

## Skills and experience:

To be part of the team helping to build BCA in NSW and the ACT, you will need:

* Good communication skills;
* Competence in using email and other electronic communication;
* Ability to access and actively participate in electronic conferences;
* Experience or interest in belonging to a voluntary committee;
* Willingness to work as part of a team;
* Willingness to provide both written and verbal feedback in a constructive manner;
* Ability to travel to attend face to face meetings and other events.

Note: BCA will support individuals to gain necessary skills and access to facilities in order to develop the above skills.

Updated: September 2022