

<b>Position:</b>	<b>Committee of Management member</b>
<b>Date:</b>	November 2009,

<b>Qualifications (Key Section Criterion):</b>
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<b>Key Skills: (Selection Criteria)</b>
<ul style="list-style-type: none"> <li>• Knowledge and commitment to the community being served</li> <li>• Previous experience as a Director/ Board member</li> <li>• Skills in at least one of the following areas:           <ul style="list-style-type: none"> <li>○ Accountancy qualifications/experience</li> <li>○ Business Management/Development skills</li> <li>○ Marketing skills</li> <li>○ Organisational development</li> </ul> </li> </ul> <p>Committee members will be appointed for three years and appointments will be based on knowledge and skills.</p>

<b>Mandatory Requirements (Key Selection Criterion):</b>
▪ Police Records Check.

<b>Primary Objectives:</b>
Understand that the board's primary responsibility is stewardship and trusteeship on behalf of stakeholders, ensuring that the legal entity, BDNH, remains viable and effective for the future.

<b>Responsibilities:</b>
<p>Each committee member as part of the whole committee, has a responsibility to ensure that the organisation has a secure long-term future by:</p> <ul style="list-style-type: none"> <li>• Being clear about its primary reason for existence and stating the key values that will guide organizational and employee behavior.</li> <li>• Establishing and staying focused on the organisation's strategic direction and priorities.</li> <li>• Shall act in accordance with their fiduciary duties and declare any conflict of interest to the committee as soon as it arises.</li> <li>• Appointing the CEO, specifying performance expectations, evaluating the performance of the CEO and rewarding as appropriate.</li> <li>• Establishing a policy framework, including a clear prescription of outcomes to be achieved, from which all operational policies and actions are developed and aligned.</li> <li>• Developing and monitoring key performance indicators and evaluating the results achieved.</li> <li>• Monitoring CEO and organisational compliance with the many statutes, Federal, State and Local, and with the organisation's own policies.</li> <li>• Establishing a risk management framework and monitoring compliance.</li> <li>• Regularly scanning the external operating environment to ensure that the</li> </ul>

organisation's strategic direction remains both appropriate and achievable.

- Setting explicit expectations for the Committee's own performance and evaluating it's governance effectiveness.
- Creating a governance leadership environment that facilitates effective and accountable managerial leadership and operational performance.
- Defining key relationships between the organisation and its stakeholders and other key individuals and organizations/groups.
- Ensure that BDNH's strategic direction and business priorities are aligned with the strategic direction of the Department of Health.

**Mission and Values:**

- Committee members must understand and support and promote the Mission and Values of Ballarat District Nursing and Healthcare.
- All Committee members are expected to comply with BDNH Priority practices and Behaviours.

**Confidentiality:**

- Maintain confidentiality of all information in accordance with the BDNH Confidentiality Agreement.

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Approved by Chair, Committee of Management

Date

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Signature of Committee of Management Member

Date

I acknowledge and agree that the above position description is a true and accurate description of my current role.