

## Board Governance Officer (0.4 FTE)

### We are seeking Expressions of Interest from experienced independent contractors

Are you passionate about advancing the rights of women and gender diverse people with disabilities?

Women with Disabilities Victoria (WDV) is a vibrant organisation of women and gender diverse people with disabilities working for women and gender diverse people with disabilities in Victoria.

WDV is the peak organisation for women and gender diverse people with disabilities in Victoria. WDV's 2025–2029 Strategic Plan envisions a safe and fulfilling life for all women and gender diverse people with disabilities in Victoria.

Our strategic priorities are to:

- Establish research partnerships with a focus on inclusion, health, gendered violence, sexual autonomy and economic justice.
- Build gender-based accessibility and inclusion expertise across Victoria.
- Work to dismantle ableist and sexist attitudes and systems, develop community understanding of rights and educate and empower members to live safe and fulfilling lives.
- Embed a member and community-led approach to advocacy and system change.
- Enhance WDV's operational efficiency and funding resilience.

WDV values are accountability, diversity, inclusion, impact, equity, respect, accessibility, creativity, collaboration and empowerment.

#### About the role:

We are seeking an enthusiastic and organised Board Governance Officer to join our friendly team.

#### Key responsibilities of the role include:

This position is responsible for:

- Coordinating and supporting the administrative requirements and compliance obligations of the WDV Board and its Committees and Working Groups.
- Supporting the Chief Executive Officer to implement the strategic directions of the WDV Board.

## Governance Administration

Works independently to:

- Prepare and distribute Board and Committee meeting agendas, papers and minutes including:
  - a. Developing meeting agendas in accordance with the workplan, previous minutes, and action item register.
  - b. Planning and attending Board and Committee meetings, producing reports, meeting minutes and materials, conducting research, and communicating with board members regarding relevant activities.
- Maintain Board resources, including manuals, workplans, policies, procedures and induction materials.
- Maintain accurate director records and the register of interests.
- Coordinate Board and Committee meetings (online, face to face or hybrid), including room bookings, catering and accessibility requirements.
- Organise and administer the Annual General Meeting (AGM) and Special General Meetings (if required) including:
  - a. Preparing all documentation within the guidelines of the Constitution leading up to the AGM.
  - b. Overseeing all Board Nominations in line with the current year(s) requirements.
  - c. Receiving and tracking proxy votes and conducting voting at the AGM in accordance with the WDV Constitution.
  - d. Organising Board Inductions for new Board Members.
- Organise and administer the annual Board recruitment event and training sessions.
- Coordinate statutory and compliance obligations, including ACNC records and reporting and contributions to the annual report.
- Support the Acting CEO/CEO by respond to Board inquiries and providing briefings on strategic and compliance matters.
- Assist the Board in implementing and tracking the Board workplan.
- Prepare progress reports for the Board on operational and strategic plan delivery.
- Respond to constitutional queries, including constitutional interpretation and knowledge of appropriate clauses

## Operations Activities

Works in collaboration with and take directions from the Business Manager as a member of the Operations Team to support Operations Team activities and events.

### About you:

This role will suit someone looking for a role in which they are actively working towards justice, equity, inclusion and access for women and gender diverse people with disabilities.

Our ideal candidate is organised and an excellent team player with demonstrated experience in Board governance processes. Please note that this opportunity is for a contractor engagement and applicants should possess an active ABN and relevant business insurance.

You have lived experience of disability or extensive knowledge of the diversity of disability. You are part of a team and can also work autonomously when needed. You thrive in collaborative environments working with peers and hub members. You are confident in group settings and one to one engagement. WDV encourages cross team collaboration that includes policy and advocacy, gender and diversity, and operations and communications. WDV encourages mutually beneficial relationships with other stakeholders with shared values.

### What we offer:

- Disability Leave
- Cultural Leave
- Flexible / hybrid working environment
- A diverse and supportive team
- We have a disability friendly work environment

We particularly encourage applications from women and gender diverse people with disabilities, including those from diverse backgrounds including LGBTIQ+, First Nations and migrant and refugee backgrounds.

The Position Description can be downloaded from our website at <https://www.wdv.org.au/get-involved/current-vacancies/>

### How to apply:

Please click 'Apply Now' to submit your application.

Please note that applications must only include:

- Resume / CV
- Response to key selection criteria

Please refer to the Position Description for full instructions.

**Applications close at 5pm on Sunday the 18 January 2026.**

IMPORTANT: Only applicants who provide all the documents required will be considered.

Any enquiries regarding the role, please contact **WDV recruitment** on (03) 9286 7805 or email Recruitment at [recruitment@wdv.org.au](mailto:recruitment@wdv.org.au) using the subject line: Board Governance Officer. Please **do not** send applications to this email address.