

POSITION DESCRIPTION

Board Governance Officer (0.4 FTE)

We are seeking Expressions of Interest from experienced independent contractors

POSITION CONTEXT

Women with Disabilities Victoria (WDV) is the peak organisation for women 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:

- Enhance WDV's operational efficiency and funding resilience.
- 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.

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

EMPLOYMENT CONDITIONS

Classification:	WDV Enterprise Agreement 2022 Based on the Social, Community, Home Care and Disability Services Industry Award 2010, as of 1 July 2025. This role is currently offered as an expression of interest for an independent contractor position. Please provide your hourly rate and availability for each week to be considered.
Hours of Work:	0.4 FTE (30.40 hours per fortnight). Some evening work is required to attend Board and Committee meetings.
Position Location:	Hybrid – Melbourne CBD and working from home.

Probity & Compliance Requirements:

- Please note that this opportunity is for a contractor engagement and applicants should possess an active ABN and relevant business insurance.
- Current consent to check and release National Police Record with a satisfactory outcome.
- Must possess Australian Citizenship, permanent resident status or applicable work visa.
- WDV meets the special measures requirements of the Equal Opportunity Act (2010) for the remedial purpose of promoting or realizing substantive equality for women and women with disabilities.

POSITION OBJECTIVES

We are seeking Expressions of Interest from experienced independent contractors for this position.

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.

KEY RESPONSIBILITIES

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.

GENERAL RESPONSIBILITIES

The following responsibilities apply to all staff at WDV:

- Contribute to WDV's capacity as a feminist organisation to deliver its goals, enable and support high performing teams and foster productive internal and external relationships
- Provide verbal and written reports and activities data as appropriate.
- Use WDV's SharePoint and employee OneDrive cloud-based document management system.
- Have an active involvement in a reflective learning organisation committed to strategic and operational planning, setting performance objectives, policy development and review, evaluation, risk identification and risk management
- Work within organisational policies, procedures and the Enterprise Agreement.

Health safety & wellbeing requirements:

- Participate in and contribute to Occupational Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors.
- Comply with WDV OHS policies and procedures to participate in the achievement of a safe working culture.
- Follow OHS standards and raise any concerns in the appropriate manner.

OHS ADVICE FOR THIS POSITION

This position may require the following duties to be carried out:

- Setting up of IT, audio-visual and accessibility equipment
- Extended time in front of screens and sitting at desks
- Occasional overnight travel for training delivery or attending conference or events
- Coordination of setup and delivery of training, meetings and other events
- This position will require sustained periods of sedentary work. Adjustable desks are provided in WDV offices.

Work undertaken by WDV will bring employees into contact with information and experiences related to violence, abuse, exploitation of and discrimination against women with disabilities. WDV can offer supports, including our Employee Assistance Program, to women in the organisation who are working in this area.

ACCOUNTABILITY

The position will report on delivery of agreed performance measures to the CEO and has no direct reports.

ORGANISATIONAL RELATIONSHIPS

Internal Relationships

- The position will work in collaboration with all members of the WDV staff and be part of the Operations team.
- The position will work in collaboration with all Directors of the Board.

External Relationships

- This position will be responsible for relationships with Board candidates.

KEY SELECTION CRITERIA

1. A demonstrated commitment to the values and feminist principles underpinning WDV.
2. Strong and demonstrable knowledge and experience in Board governance processes.
3. Experience in a not-for-profit environment and/or experience working within disability communities.
4. Intermediate to Advanced skills in Microsoft Office, in particular Word, Outlook and Excel.
5. Experience using Office 365 in web and app environments and using online platforms especially Zoom, Microsoft Teams and SharePoint (desirable).
6. Excellent planning and organisational skills, including the ability to prioritise competing tasks.
7. Ability to take the initiative and work independently, whilst at the same time working collaboratively and accountably.
8. Ability to solve problems creatively and give input openly and effectively.
9. Ability to communicate effectively and efficiently in both written and verbal form with both internal and external stakeholders, using sound judgement and appropriate levels of confidentiality.
10. Lived experience of disability – Highly Desirable