



## Candidate Information

Board & Governance Officer

Australian Federation of Disability Organisations

August 2021



**Australian Federation of  
Disability Organisations**

## The Opportunity

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- High-level administrative role with plenty of variety
- Open only to people living with disability
- Part-time remote working

The Australian Federation of Disability Organisations (AFDO) is a Disabled People's Organisation and a national cross-disability peak, championing the rights of people with disability and enabling them to participate fully in Australian life.

AFDO offers a supportive work environment, with a team passionate about the rights of people living with disability. Benefits include options for workplace flexibility, remote working and immediate access to tax-reducing salary packaging.

This is a newly created role designed to support the organisation's increasing need for governance and high-level administrative support. Reporting to the Executive Assistant, you will assist the board of directors to ensure that AFDO's governance function is operating efficiently, effectively and in accordance with the constitution. You will be a key point of contact for board directors and provide the assistance they need to carry out their responsibilities to AFDO. In addition to managing all logistics for board meetings, you will have the opportunity to work on a range of other projects such as policy reviews, compliance registers and reporting writing.

You will thrive in this role if you:

- Enjoy the challenge of managing multiple activities at one time
- Bring solid experience administrative experience (minimum 3 to 5 years)
- Demonstrate strong written communication skills with an eye for detail
- Have excellent interpersonal skills with the flexibility to engage with a wide range of stakeholders
- Have personal lived experience of disability
- Can successfully take a self-directed approach to work.

This is a part time role (22.5 hours per week Tuesday to Friday) with an offer of an initial 12-month contract and potential for renewal.

### Interested in applying?

Please submit a two-page cover letter responding to the selection criteria in this document with your resume, to [carol@thehumanequation.com.au](mailto:carol@thehumanequation.com.au) using the subject line: Board & Governance Officer.

Only candidates invited for interview will be contacted.

## Snapshot of AFDO

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**AFDO's vision (its *why*):** all people with disability are involved equally in all aspects of social, economic, political and cultural life.

**AFDO's mission** is to champion the rights of people with disability in Australia and help them participate fully in Australian life. AFDO uses the strength of its membership-based organisations to harness the collective power of uniting people with disability to change society into a community where everyone is equal.

AFDO exists to:

- Represent people with disability in Australia and at the international level, and
- Help people with disability participate in all parts of social, economic, political and cultural life.

To do this, AFDO:

- Supports disability organisations and people with disability.
- Undertakes research on disability issues.
- Advises government, disability organisations and other organisations about their disability policies.
- Lobbies governments and other institutions on disability issues.
- Informs and educates the general community about disability.

### **AFDO's Strategic Objectives**

- Represent the united voice of its members and people with disability in national initiatives and policy debate.
- Enhance the profile, respect and reputation of AFDO through its members.
- Build the capacity and sustainability of AFDO and its members.
- Foster strong collaboration and engagement between members and stakeholders.
- Enhance the connection and influence of AFDO in international disability initiatives by policy, advocacy and engagement, focussed on the Asia Pacific region.

## About AFDO

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AFDO is the national voice of people with disability and family organisations in Australia. The organisation works to develop a community where people with disability can participate in all aspects of social, economic, political and cultural life. This includes genuine participation in mainstream community life, the development of respectful and valued relationships, social and economic participation, and the opportunity to contribute as valued citizens.

AFDO is a Disabled Peoples Organisation (DPO). A DPO is an organisation where the majority of the members as well as the governing body (Board of Directors) are persons with disability.

AFDO and its ten national members are funded by the Australian Government under the Disability Representative Organisations (DRO) program to provide systemic advocacy and representation for Australians with disability. Whilst this work is underfunded, AFDO continues to campaign to resolve this inequity in order to deliver outcomes for its members.

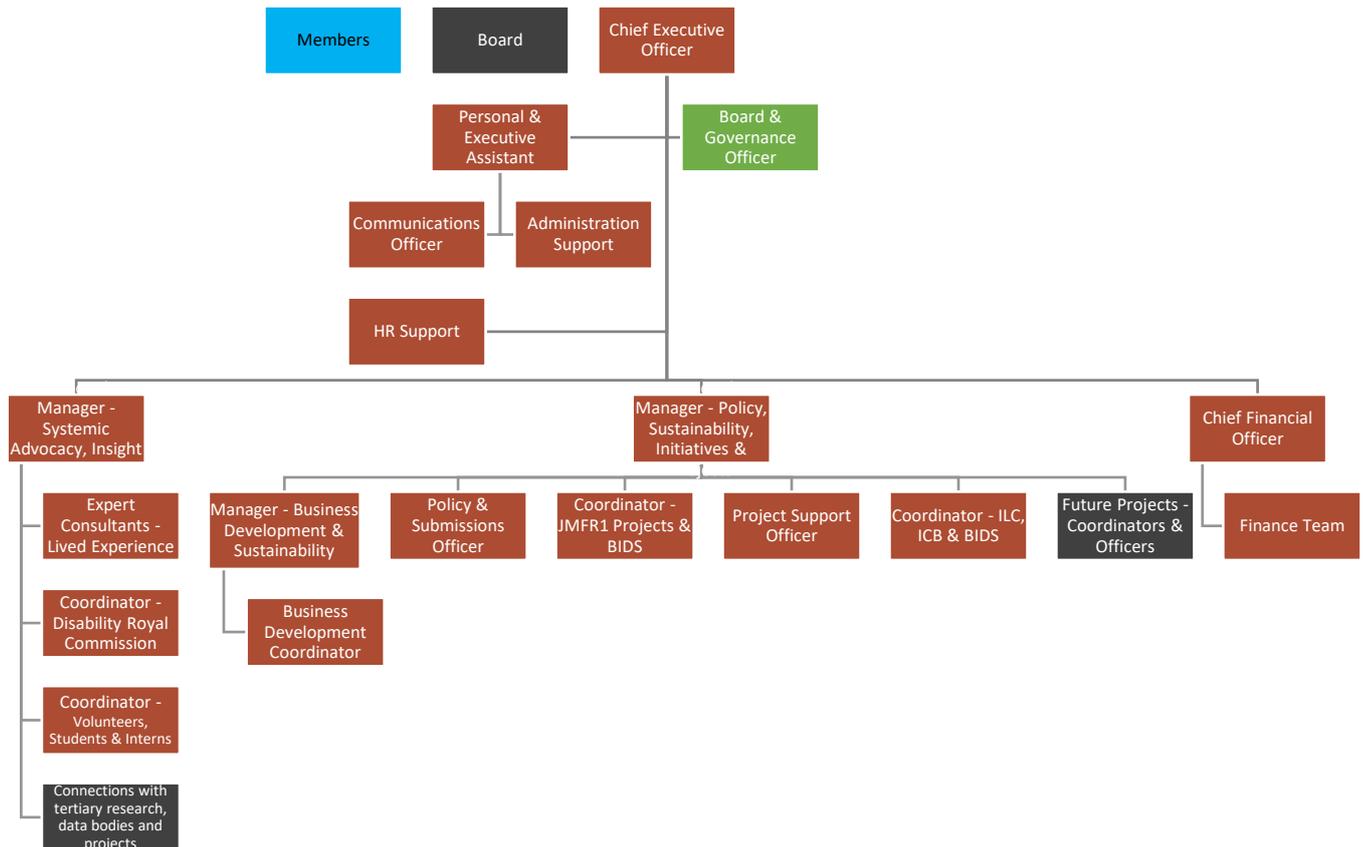
AFDO believes its strength is **in its members**. AFDO is made up of organisations who work together to contribute to the national policy agenda and address issues that impact the lives of people with disability in Australia. AFDO understands that disability-specific organisations play a key role in the provision of information and peer support to people with disability and their families. This organisational role keeps them closely connected to their grass roots communities. Each community has its peak organisation that uses its voice to advocate on issues. AFDO is the forum where these views are collected and coordinated to ensure Government is across issues impacting all people with disability in Australia.

AFDO is proud to be the organisation that has brought together both cross-disability organisations (representing the interests of people with all kinds of disability), and disability-specific organisations/peaks. It brings the understanding that cross-disability groups are only successful when they have access to the specific expertise of disability-specific organisations such as Blind Citizens Australia, Brain Injury Australia, Deaf Australia, Down Syndrome Australia and others, as these disability-specific groups are connected to their communities.

For more information, head to: [www.afdo.org.au](http://www.afdo.org.au)

# Current Organisational Design

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## About the Role

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Reporting to:	Personal & Executive Assistant
Direct Reports:	Volunteers and consultants as needed
Location:	Designated workplace - Melbourne CBD Remote work available, subject to WHS requirements being met
Employment Status:	12-month contract, part-time - 22.5 hours per week - Tuesday to Friday Potential to renew

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## Position Summary

This role has responsibility for overseeing the efficient and effective operation of AFDO's governance policies, procedures and processes to ensure compliance with its constitution. The role provides high-level administrative support to board members, manages the schedule of board and committee meetings and arranges for all meeting logistics.

The role also provides back up support for the Personal & Executive Assistant when required.

The Coordinator - Board & Governance (C-B&G) is responsible for supporting the President and AFDO Board, the CEO and the P&EA to ensure that AFDO governance functions efficiently and effectively.

Reporting to the P&EA, the Coordinator provides high-level governance support to the CEO and President plus high-level administrative support to the Board of Directors, driven by the governance annual schedule and cycle.

## Responsibilities

### 1. Board & Governance Support

- Manage incoming email correspondence and write responses on behalf of the Board or CEO when required or forward an email to the relevant person for attention/response
- Draft and prepare reports, presentations, letters, and other documents where necessary
- Update Director details with ACNC as required and ensure ACNC reporting submitted on time
- Develop and review procedures, guidelines, and governance/operating policies in consultation with CEO and P&EA, and assist with a regular review as needed
- Maintain Registers of Members, Directors, Company Secretaries, and all contact lists for the CEO
- Manage the effective and discreet use of the CEO's electronic signature
- Process membership applications in consultation with the CEO and P&EA
- Maintain an up to date online centralised electronic filing system
- Manage schedule of all Board meetings and its committees
- Organise meeting logistics such as venue and meeting supports, AV hire, online access, etc. for all Board, Executive and any committee(s) or working groups
- Ensure that all accessibility issues are provided and addressed for any meeting attendees as required
- Work with the President, CEO and P&EA to prepare and distribute high-quality meeting agendas and papers on time
- Minute all Board meetings and manage all action lists, ensuring the relevant people are tasked accordingly and prompted when deadlines approach
- Maintain and distribute Board Induction Kit for new Directors
- Liaise with Directors as required and assist with managing travel, accommodation, accessibility requirements, and expense claims
- Liaise with Directors to provide any relevant information as required.

### 2. AFDO General or Member Meetings

- Organise the Annual General Meeting and any other General Meetings or Member Meetings of AFDO
- Work with the CEO & P&EA to ensure due notice of all General Meetings or other meetings is given to members, including preparing and circulating Agenda and meeting papers
- Attend all General Meetings and take Minutes of meeting.

### 3. AFDO International Engagement

- Organise the attendance, registration and travel needs of any Board Directors or CEO for any international meetings, conferences or events
- Assist the CEO, Chair and nominated AFDO International Representative with any matters concerning AFDO's international work and strategic objective
- Work with the CEO to ensure notice of any meetings is given to the representative(s), including preparing and circulating Agenda and meeting papers
- Conduct research on issues as required.

#### 4. AFDO Credit Card Management & Compliance

- Purchase all goods and services relating the governance function using the designated credit card, strictly adhering to AFDO Policies and Procedures
- On a monthly basis, provide credit card receipts, invoices and statement reconciliation to the finance team.

#### 5. General

- Undertake other tasks as directed by management in keeping within the scope of this role.

#### 6. Executive/Administration Support - only during periods when P&EA is on leave

- Manage incoming email correspondence and write responses on behalf of the CEO when required or forward the email to the relevant person for attention/response
- Collect and check incoming invoices, timesheets for authorisation by CEO
- Prepare rolling calendar of organisation events, dates and critical reporting or matters in coordination with Governance area
- Manage the effective and discreet use of the CEO's electronic signature
- Drafting and preparing reports, presentations, letters, submissions and other documents as needed for the CEO and Management Team
- Supporting other staff with reports, submissions, or other document preparation or format needs as required from time to time
- Contribute to meetings held on AFDO Communications and social media strategies, responses, releases and postings
- In consultation with the CEO, oversee the preparation and dissemination of Media Releases as required & regular AFDO newsletters
- Maintain an effective electronic filing system for the organisation
- Liaise with AFDO remote server and IT support contractors as needed
- Liaise with AFDO remote/virtual serviced office(s) as required

#### Key Decision Making in this Role

- Diary/calendar management and prioritising meetings
- Managing Cabcharge system, checking and allocating account numbers for finance team
- Checking incoming invoices and timesheets for authorisation by CEO
- Calling for agenda items and collecting reports for upcoming meetings
- Managing designated AFDO credit card for organisation expenses, monthly reconciliation, checking details, allocating account numbers
- Making decisions concerning:
  - Travel and accommodation costs
  - Meeting costs such as venue, catering, A.V. hire, interpreters, captioning etc
  - stationery and external printing costs.

## Selection Criteria

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1. This position is only available for those who identify as a person with disability as allowed under 'special measures' of the Equal Opportunity Act 2010, you need to outline how you meet this requirement.
2. At least three to five years' experience in a similar role within or outside of the sector
3. Demonstrated administrative and project management skills
4. Excellent written and verbal communication skills
5. Strong attention to detail
6. High-level interpersonal skills with the confidence to engage with people at all levels
7. Ability to manage tasks, set priorities, organise work and achieve objectives within timelines and budget
8. Experience in purchasing goods and services such as travel and accommodation
9. Demonstrated abilities in coordinating meetings and taking minutes
10. Ability to work in a sensitive, complex and demanding environment
11. Ability to work both independently and collaboratively within a team
12. Good office administration knowledge, database management skills and general computer skills (Microsoft Outlook, Word, Excel, PowerPoint and internet)
13. Relevant qualifications would be an advantage
14. Ability to maintain productivity in a remote working environment
15. Suitable remote working facilities (ie, working from home facilities)

## How to Apply

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Please write a two-page covering letter outlining how you meet the above selection criteria and send it along with your resume to [carol@thehumanequation.com.au](mailto:carol@thehumanequation.com.au)

Please use the subject line *Board & Governance Officer*.

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