



**PalliativeCare**  
VICTORIA  
Living, dying & grieving well

## Palliative Care Victoria Board Position– Consumer or Carer Experience

### About Palliative Care Victoria

Palliative Care Victoria (PCV) works to ensure all Victorians with a life limiting illness and their families are supported to live, die and grieve well. Established in 1981, PCV is an incorporated association and registered charity. PCV currently has 96 organisation members and 78 individual members. PCV is a member of the national peak body, Palliative Care Australia.

### Consumer or Carer Experience

Person-centred care and support for family/carers are essential elements of high quality palliative care and end of life care.

The PCV Board is recruiting a Board member who is able to contribute consumer or carer experience and insights to its governance and strategic thinking.

### Expressions of Interest Invited

The PCV Board invites expressions of interest from Victorian residents who are interested in contributing as a volunteer member of the PCV Board and who meet the following criteria:

1. **Personal experience** living with a chronic, life-limiting illness or providing care to a family member or friend with a life-limiting illness.
2. **Interest in improving access to high quality palliative care and end of life care.** This involves a willingness to provide insights, to ask questions and to consider thoughtfully a range of issues that inform the work of PCV. Experience of a palliative care service is desirable but not essential.
3. **Personal values** are consistent with PCV's values of respect, empowerment, integrity and compassion.
4. **Commitment to make a worthwhile contribution** to the governance of PCV in accordance with the duties and responsibilities of a Board member. This includes other personal attributes, qualities, experiences and expertise that would contribute to the diversity and skills mix of the PCV Board. A commitment to serve for at least one year and preferably up to three years (noting that this may be impacted by changes in health status or other unforeseeable events).
5. **Experience in Board governance** is desirable but not essential. Education will be provided as needed.
6. **Sound character** – Board positions are subject to a satisfactory police check clearance and reference checks.

## About the PCV Board

The PCV Board is comprised of nine volunteer members who collectively contribute diverse expertise and experience to provide sound governance. Seven Board members are elected by the members of PCV and two Board members are appointed by the Board.

At PCV's AGM on Friday, 9 November 2018, three Board members will complete their terms and step down. One of these Board vacancies will be filled by election by the members of PCV at the AGM and two vacancies will be filled by appointment by the Board.

PCV Board meetings are held quarterly at PCV's office in East Melbourne. Additional meetings are held during the year for strategic planning, the AGM and to address specific issues arising (some may be via teleconference). The time commitment would average 6 hours per month.

Reimbursement is available for travel and parking expenses. PCV holds comprehensive insurance including Director's and Officer's insurance.

## Board Position Description

Please refer to [Attachment 1](#).

## Expression of interest process

Please complete the Expression of Interest (EOI) form using one of these methods:

- Complete the online form available at this link: [bit.ly/EOI-CC-PCVBd](http://bit.ly/EOI-CC-PCVBd)
- complete the EOI form (Attachment 2) and post or email it to PCV
- contact Heather Stevens, the PCV Office and Member Services Manager, on 9662 9644 and she will arrange a suitable time to speak with you by phone to record your information and responses on the EOI form.

The EOIs will be reviewed by the Chair of the PCV Board, Dr. Barbara Hayes, who will arrange to interview short-listed candidates by phone initially. This may be followed by a personal interview with the Chair and another Board member.

## Further information about PCV

Our website is: [www.pallcarevic.asn.au](http://www.pallcarevic.asn.au)

PCV's constitution is available [here](#).

PCV's strategic plan 2018-2022 is available [here](#).

PCV's current Board and staff are listed [here](#).

**Thank you for your interest in this opportunity.**



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## Palliative Care Victoria Board of Directors' Position Description

**Palliative Care Victoria  
Board of Directors**

**Important Information**

The following documentation relates to the Palliative Care Victoria (PCV) Board Position Description.

The current PCV Board of Directors is strongly committed and focused on ensuring the current and future board of directors utilises and operates within governance principles, policies, procedures and indicators, thereby enabling management to manage and the board to govern the organisation.

The position of board director, like all directorships of public, private and community companies, associations or co-operatives, carries with it serious roles and responsibilities that are framed by local, state and commonwealth legislation and regulations, industry or government standards, contracts and agreements and various constitutional documents.

Before commencing as a director of PCV, carefully read the PCV Board of Directors Induction Manual and reflect on your capacity to fulfill the roles and responsibilities and the time commitment required of a director. You have a responsibility to request relevant board education and to undertake self-directed education required to fulfill the requirements of the position.

For further information or discussion contact the Chairperson or Chief Executive Officer of PCV.

<b>Chairperson:</b>	Dr Barbara Hayes	<b>CEO:</b>	Odette Waanders
<b>Tel:</b>		<b>Tel:</b>	03 9662 9644
<b>Fax:</b>		<b>Fax:</b>	03 9662 9722
<b>Mob:</b>	0414 538 663	<b>Mob:</b>	0488 191 198
<b>Email:</b>	Barbara.hayes@nh.org.au	<b>Email:</b>	owaanders@pallcarevic.asn.au

**Board of Directors'  
Directorship Details**

<b>Organisation</b>	Palliative Care Victoria (PCV)
<b>ABN</b>	88 819 011 622
<b>Legal Entity</b>	Incorporated Association
<b>Location</b>	Level 2, 182 Victoria Parade, East Melbourne, Victoria 3002.
<b>Position</b>	Board Director/s
<b>Engagement</b>	Appointment by election at the Annual General Meeting or by appointment by the Board.
<b>Framework</b>	<ul style="list-style-type: none"><li>• Local, State and Commonwealth Legislation and Regulation.</li><li>• PCV Memorandum and Articles of Association/Constitution.</li><li>• PCV governance principles, policies, procedures and indicators.</li><li>• Legal Agreements, Funding &amp; Service Agreements, Contracts and associated documentation.</li><li>• Industry or Government Standards, Quality Systems, Licences, Registrations, Certifications and Accreditations.</li></ul>
<b>Modus Operandi</b>	The PCV Board of Directors operates within a well-developed governance framework, based on documented principles, policies, procedures and indicators.
<b>Meetings</b>	<ul style="list-style-type: none"><li>• The Annual Board Program of Works typically involves 5 Board meetings and the Annual General Meeting. Other Board meetings may be convened by phone or in person as needed. Board Agenda papers are distributed 1 week prior to scheduled meetings.</li><li>• Appointments to Board committees and/or working groups can be expected and these may occur bi-monthly.</li></ul>
<b>Time Commitment</b>	It is also expected that Directors will attend the AGM held in November, participate in strategic planning workshops (6- 8 hours a year), attend relevant PCV events where possible and take opportunities to engage with key stakeholders.
<b>Directorship Overview</b>	<p>Directors will add value and benefit to PCV and its Board through the provision of strategic, organisational, governance and other relevant expertise, experience, knowledge and wisdom.</p> <p>The Director will attend to the following governance duties:</p>

- Key Governance Roles**
- First and foremost act at all times in the best interests of the organisation.
  - Secondly, act at all times in the best interests of all internal and external stakeholders.
- Key Strategic Leadership Responsibilities:**
- Assist in initiating the design, development and driving of the organisation's strategic plan, therein specifically focusing on the vision, mission, values, core business, desired future, and key result areas and key performance indicators.
  - Assist in reviewing and assessing strategic and organisational proposals, projects, feasibility studies, business plans, reports and related documentation.
  - At all times ensure the organisation operates in a manner which will enable it to be successful in its markets, industry or external environments.
  - Be an effective and contributing member to the PCV leadership group comprising the Board and Chief Executive Officer.
  - Continuously promote and motivate all internal and key external stakeholders to understand and achieve the PCV Strategic Plan.
  - Provide the strategic leadership of the organisation.
- Key Compliance Responsibilities**
- Ensure that the organisation and its various operations are compliant and have coverage against the relevant local, state and commonwealth legislation, regulation, industry and government standards, quality systems, legal agreements and contracts.
  - Ensure that the organisation operates within its legal mandate and Constitution.
  - Ensure the organisation and its operations at all times meets the requirements, specifications and outcomes of funding and service agreements, contracts, strategic alliances and partnership agreements or similar documentation.
  - Ensure the organisation operates within the definition and mandate of its vision, mission, values and core business.
  - Seek external advice on compliance matters such as legal, quality, strategy, industry standards, financial and other relevant strategic and organisational issues when and where required.
- Key Policy Responsibilities**
- Assist in making and undertaking strategic and organisational policy decisions and directives within the board's governance principles, policies, and procedures.
  - As a member of the Board, undertake an annual review of the Board's performance against the agreed governance

principles, policies, procedures and indicators; utilising the Board Self Assessment Tool.

**Key Policy Responsibilities continued**

- If and when required provide input and advice to the Chief Executive Officer on the development of organisational policies and procedures, being mindful that the board's role is not to develop or implement organisational or operational policies and procedures. Likewise the chief executive must ensure he/she develops, implements and approves organisational and operational policies and procedures which are in line with the board governance principles, policies and procedures.

**Key Monitoring Responsibilities**

- On an annual basis monitor the organisation and its various operations through the use of the organisation's performance management system and/or key performance indicators.
- Monitor at a high level the product or service delivery performance and outcomes of funding and service agreements, contracts, strategic alliances, partnership agreements and related documents.
- Monitor and provide advice on the current and future external key drivers, risks, trends, issues and their strategic impacts and implications on the organisation and its operations.
- Monitor and provide strategic advice on the opportunities, ideas and information that can assist the organisation and operations to grow and develop.
- Monitor the current and future industry environments of the organisation.
- On an annual basis monitor the implementation of the Strategic Plan and the performance of the Chief Executive Officer by utilising the board's key result areas and key performance indicators.

**Reporting**

- Report to the Palliative Care membership at the Annual General Meeting.
- Report to all stakeholders via the Palliative Care Annual Report.
- Report annually to the Victorian Department of Health and Human Services, the Australian Charities and Not for Profits Commission (ACNC).
- Report via the Chief Executive Officer to local, state or commonwealth officers, trusts, donors and sponsors, strategic partners and associated entities via agreement/s and contract/s, measures, targets and outcomes.

**Key Liaisons**

- PCV Board members.

- PCV Chief Executive Officer
  - PCV internal & external stakeholders.
  - PCV internal and external representations, delegations and presentations by various stakeholders.
  - External contacts and networks.
- Review Performance**
- Annual board performance appraisal; part of the annual strategic planning review/workshop.
  - Reviewed by membership at the Annual General Meeting.
  - Reviewed by all members/stakeholders via the organisation's Annual Report.
  - Reviewed by the Department of Health and Human Services, via Annual Performance Report and Annual Report.
  - Reviewed by auditors.
  - Reviewed by local, state or commonwealth departmental officers, trustees, donors, sponsors.
- Expected Attendance & Involvement**
- Scheduled Board meetings as per the Constitution.
  - Allocation to Board committee/s and working groups.
  - Annual strategic planning/review.
  - Annual General Meeting.
  - Other representations, delegations, presentations and meetings as required.
- Organisational Memberships**
- PCV Board
  - Palliative Care Australia as determined by the Board.
  - Board representation on other Bodies as determined by the Board.
- Remuneration**
- Board of Directors' fees are not paid.
  - Reasonable reimbursement of expenses to attend Board meetings.
- Voting**
- Operate on a consensus basis.
  - A formal vote will be taken at Board, committee and working group meetings when required, with Board members having a single vote per motion.

- Qualifications**
- Qualification/s in relevant disciplines or profession/s as identified by the PCV Board Skills Matrix.
- Requirement**
- Current police check clearance and satisfactory reference checks.
- Experience & Key Competencies**
- Past experience on a public, private or community board/s of directors.
  - Ability to effectively and co-operatively engage with the PCV Board.
  - Ability to work on behalf of a wide range of stakeholders, take account of a diverse range of views and opinions and operate in an objective, logical and strategic manner.
  - Bring an extensive range of potential strategic alliances, networks and/or contacts that could directly benefit the organisation and its various activities.
  - Bring a sound industry understanding and experience that can be applied to the organisation.
  - Bring a breadth and depth of relevant strategic and/or organisational leadership and management skills, knowledge, experience and wisdom.

- Governance Structure**
- The governance structure of the Board has been developed in response to:
- The focus and work requirements of the board, committees and working groups.
  - The adoption and utilisation of the organisation's governance principles, policies, procedures and indicators.
  - The PCV strategic plan and priorities.

The PCV governance structure has five key components: Membership, Board, Committees, Working groups and the position of Chief Executive Officer.

**Authorisation**

The establishment and operation of the PCV Board of Directors' Position Description was approved by the PCV Board of Directors and is reviewed at least biennially or as required.

**Acceptance**

Title: PCV Board of Director

Name:

Signature:

Date:



3. Please describe any other personal attributes, qualities, experiences and expertise that you have that would inform and add value to your contributions to the PCV Board.
  
4. Please describe any relevant experience and/or education you have in relation to Board governance.
  
5. Please add any other comments or information to support your expression of interest in contributing as a member of the PCV Board.

Statement of Understanding

I understand that becoming a PCV Board Member would involve:

- a. satisfactory police clearance and reference checks
- b. availability to contribute to the PCV Board an average 6-8 hours per month
- c. an orientation to PCV and its governance policies
- d. willingness to participate in Board education activities.

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Please return this completed form to:

Palliative Care Victoria  
Level 2, 182 Victoria Parade  
East Melbourne VIC 3002

Or email it to: [info@pallcarevic.asn.au](mailto:info@pallcarevic.asn.au)