



POSITION DESCRIPTION: Board Director

Role:	TWA Group Board Member (Director)	Incumbent:	
Reports to:	Chair TWA and Chair TWACF	PD Date:	March 2022
Location:	We are a Victorian-based national organisation with flexible remote working arrangements and access to office space - as needed - in Melbourne's CBD and Geelong.		

About Tradeswomen Australia Group (TWAG)

Tradeswomen Australia Group (TWAG) aims to address gender inequality by encouraging thousands of women to consider apprenticeships and succeed in trades careers. This is another step towards gender equality, increased workplace diversity and productivity, and safe and rewarding careers for women.

Tradeswomen Australia Group (TWAG) comprises Tradeswomen Australia Foundation and Tradeswomen Australia Community Foundation. Both entities are registered charities with ACNC and TWA is certified through Social Traders. TWAG's vision is for gender equality and empowerment for all girls and women to access, participate and succeed in trades. Our Mission is to increase the representation of women working in skilled trade roles. Goals include:

- Engage the community and generate awareness of trades options for girls and women including those at risk or in vulnerable situations
- Reduce barriers for girls and women to access trades careers
- Support employers to create thriving, inclusive, productive workplace environments
- Enable women to thrive in sustainable careers after their apprenticeship or traineeship
- Enhance TWAG operational efficiency, effectiveness and sustainable impact growth

Position Purpose

The TWAG Board is responsible for the overall governance, management and strategic direction of TWA Group and its entities. It is accountable for the corporate governance in accordance with our goals and objectives, and to ensure that TWA Community Foundation and TWA acts in accordance with the constitutions.

Responsibilities and Accountabilities

Directors of either TWA or TWA Community Foundation will:

Strategy and Risk

- Provide strategic direction to the TWAG and its entities and decide upon the organisation's strategies and objectives in conjunction with the CEO;
- Monitor the strategic direction of the TWA Group, and the attainment of its strategies and objectives in conjunction with executive;
- Monitor the operational and financial position and performance of the TWAG generally;
- Drive organisational performance so as to deliver value to our members, clients, supporters and funders;
- Assure a prudential and ethical base to the conduct and activities of TWAG having regard to the relevant interests of its stakeholders;
- Assure the principal risks faced by the TWAG are identified and oversee appropriate control and monitoring systems are in place to manage impact of these risks;
- Review and approve the internal compliance and control systems and codes of conduct of TWAG and its entities;
- Assure that TWAG's financial and other reporting mechanisms result in adequate, accurate and timely information being provided to the board;

CEO Recruitment and Performance

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- Appoint and, where appropriate, remove the CEO, monitoring other key executive appointments, and planning for executive succession;
- Oversee and evaluate the performance of the CEO, and through the CEO, receive reports on the performance of other senior executives in the context of the organisation's strategies and objectives and their attainment;
- Review and approve the CEO's and, in conjunction with the CEO, other senior executive remuneration;

Finance and Policy

- Approve the organisation's budgets and business plans and monitor major capital expenditures, acquisitions and divestitures, and capital management generally;
- Ensure that the financial results of TWA Group are appropriately and accurately reported on in a timely manner in accordance with constitutional and regulatory requirements;
- Ensure that the TWA Group's affairs are conducted with transparency and accountability;
- Oversee the design, implementation and periodic review of appropriate and effective policies, processes and codes for the organisation, including policies with respect to ethics, values, conduct, disclosure interest, employment, remuneration, diversity and otherwise;
- Ensuring sound board succession planning including strategies to assure the Board is comprised of individuals who are able to meet the responsibilities of directors of the organisation;
- Oversee stakeholder engagement, reporting and information flows.

Drawn from AICD Director Tools *Role of the Board: Governance Relations*

Time Required

The TWAG Board meets once every month for approximately 2 hours and attendance at these meetings is required. In addition to this, Directors may be asked/invited to participate in board sub committees. Board subcommittees meet every 1 to 2 months depending upon the committee and its work program.

In addition to the participation in Board meetings and Sub Committees, Directors may put in an additional 2 to 4 hours per month to support the work of the Board.

Support

The TWA Group Director roles are undertaken on a volunteer basis.

As required, all reasonable additional costs are covered for work as a Board member.

Competencies, Attributes, Qualifications

TWA Group support the implementation of its Strategic Plan by maintaining a skills matrix which describes the skills and capabilities that the Board seeks. *From time to time and to fill any vacancies that may arise, the Board may seek out specific skills described in the capabilities below and, these specific skills will be described through recruitment processing for Board roles.*

Core Skills:

In the Board Skills Matrix, all directors are expected to have some capacity in the following areas:

- Governance and Board Experience and demonstrated commitment to be a Director
- CEO Recruitment, Performance Management and Succession Planning
- Financial Acumen and Strategic Accounting with understanding of project accounting
- Risk Management experience and skills within the context of being a Board Director/NED
- Strategic Planning skills and experience
- Knowledge of constitutions of NFP and Charities
- Fundraising knowledge and capacity – willingness to use professional networks to support the growth of TWAG
- Understanding of the work of Public Affairs and Advocacy
- Experience and Understanding in Law and Legal Affairs

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Speciality Skills:

The TWA Group skills matrix asks for one or more directors to have significant skills in the following areas:

- Working Knowledge and lived experience of Australian Construction, Building and Trade sectors that male dominated
- Leadership and deep knowledge in intersectional Gender Equality and Equity theory and practice
- Vocational Education and Training, Skills Development and Skills Utilisation policy and practice

Organisational Relationships

Nature/purpose of interaction Note: 'Frequent' is defined as regular say every other day and 'Daily' is defined as employment day

Board Chairs	Liaising with and reporting to the Chairs depending upon Board workplans and activity
Non-Executive Directors	Regularly and collegially interacts with Non-Executive Directors
CEO	Liaise with the CEO through the Board Chairs
Associates	All associates are accountable to the CEO.
Supporters: including Clients, Donors, Trusts, Foundations, Government, Corporations, Schools, Community, Students	As required, support TWAG build positive relationships with supporters at events.
Other Stakeholders	Represent TWAG professionally and in keeping with the values of the organisation to advance the achievement of the strategic goals