



Position Description

Chair of Board

"Do not forget to show hospitality to strangers, for by so doing some people have shown hospitality to angels without knowing it"
Hebrews 13:2

1. POSITION TITLE

Chair of Board, Chairperson

2. PERSONNEL

1 team member

3. TIME COMMITMENT (EST.)

4 hours per week February to November (inclusive)

4. SCOPE

BWNS Board and operational liaisons

5. SUPERVISION

BWNS Board

6. REQUIREMENTS

BWNS and board membership

7. PROCESS

- Invitations
 - from the board, or
 - in response to advertising using the expression of interest (EOI) form (page 4)
- Review of EOIs by the board
- Interview of prospective applicants by the board
- Unsuccessful applicants notified by the board
- Successful applicants notified by the board
- Successful applicant and the board sign volunteer role description
- Successful applicant receives copy of signed role description.

8. OUTCOMES

- Board members are satisfied with the
 - the preparation for and management of their meetings
 - the communication during and in between meetings
 - governance and operational policies and procedures
 - support provided both resource and relational
- Operational liaisons are satisfied with the
 - consultation experience regarding board decisions that affect their area
 - operational policies and procedures
 - support provided both resource and relational

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9. PROVISIONS

Board will authorise resourcing this role (eg training, equipment and support), as required and in response to consideration of requests.

10. RESPONSIBILITIES

Uphold the constitution, policies, procedures, mission and values of BWNS in:

- conducting the AGM and other meetings
- facilitating the creation and keeping of records, reports and other documentation as required
- responding to requests for information and/or clarification
- representing BWNS at events, interviews and other public situations
- facilitating an annual review of the program each September/October
- other responsibilities arising from the needs of the board and/or operational requirements.

11. QUALIFICATIONS/EXPERIENCE

- Basic IT skills
- Proven organisational and planning skills
- Well established communication skills (verbal and written)
- Experienced in strategic and collaborative planning
- Knowledge of governance and administrative principles

12. BACKGROUND CHECKS

- Police check
- Referees 2 (one from church member)

13. BENEFITS

- Supporting people as they volunteer and give back to the community
- Providing hospitality and dignity to the homeless
- Promoting positive values and service

14. VALUES & BEHAVIOURS

- Godly – our attitudes and actions are inspired by Jesus
- Polite - we value others by listening and responding with respect
- Reliable – we are first dependable ourselves, so we may help others also be responsible
- Trustworthy - we are honest, ethical and fair
- Reconciling – we seek to resolve and forgive hurts
- Accountable – we stand against wrongful behaviour

15. NEXT STEPS

Email chair@bwns.org.au if you would like clarification of any of the information above. Visit our website (bwns.org.au) to apply.