



BOARD MEMBER (ELECTED) POSITION STATEMENT

Location:	Western Australia
Area of expertise:	Health Care and Social Assistance
Organisation Type:	Not for profit
Remuneration:	Voluntary (limited reimbursement for fuel used in official business)

About Men's Sheds WA

Men's Sheds of WA Inc is a not for profit organisation that was established in 2010 as the peak organisation to support Men's Sheds in Western Australia. The organisation has secured funding from the Department of Communities until 2024.

Vision: That all men can join a Men's Shed community; enhancing their wellbeing and health and enriching the lives of people in their local community.

Mission: To support and promote the wellbeing and health of men through building a sustainable community of Men's Sheds.

Men's Sheds of WA supports all 180+ Men's Sheds in WA; providing additional services to the Sheds which are financial members.

Men's Sheds of WA currently employs a small team of staff comprising of a team of four salaried officers and additional contracted members of the team providing support directly to the sheds.

About the Board

Men's Sheds of WA is governed by a volunteer board of directors consisting of six elected members (members of a Western Australian men's shed) and up to three appointed members; service on the Board is honorary and not remunerated (other than travel expenses). The Board is responsible for governance of the organisation, ensuring its sustainability, compliance and strategic development. Specifically, the Board:

- sets strategic direction for the organisation
- ensures the organisation complies with its statutory obligations
- ensures the ongoing financial viability of the organisation
- approves the annual budget and business plan
- provides oversight and guidance for Men's Sheds of WA operations, ensuring policies and frameworks are in place to monitor, mitigate and manage risks.

Board Member Commitments

The Board meets approximately six times per year in addition to holding an annual strategic planning session. Meetings are a combination of in person and virtual conference meetings.

Each board member is expected to attend one (or more) of our 10+ zone meetings. These are held each year across metro and regional WA and are a great opportunity to meet representatives from sheds across WA.



The board are also expected to attend our conference held every second year.

Board Members are issued with a Men's Sheds of WA email account upon appointment and are expected to actively monitor that account regularly.

Board Members must endeavour to participate in any training that is organised for them.

Board Member Expectations

Board members are expected to be familiar with and meet the general requirements of a company director set out by the Australian Charities and Not-for-Profit Commission (ACNC). At a minimum, Board Members should hold a current police check (or be willing to undertake a police check) and meet the requirements for a Responsible Person (ACNC Governance Standard 4) and not be disqualified as a Director under the Corporations Act; and commit to carrying out their duties in line with ACNC Governance Standard 5, which includes:

- acting with reasonable care and diligence
- acting honestly and fairly in the best interests of the charity and for its charitable purposes
- not misusing their position or information gained as a responsible person
- disclosing actual or potential conflicts of interest
- ensuring that the financial affairs of the charity are managed responsibly, and
- not allowing the charity to operate while it is insolvent.

Men's Sheds of WA specific expectations of board members include:

- be fully prepared for, attend and constructively contribute to regular board meeting including occasional strategic planning sessions
- attend organisation events whenever possible
- deal with "out of session" issues, by email or teleconference
- represent Men's Sheds of WA at selected events and to the broader community.

Term

An elected Board member's term will be from their election at an annual general meeting for a period of three years and are eligible to nominate for a second three-year term. Members can serve a maximum of eight years where a person commences in the role by filling the balance of a term that has been vacated.

Nomination

To be eligible nominees are required to be a current member of a Men's Sheds of WA member shed.

A person is not eligible for election to membership of the Board unless a member has nominated them for election by delivering notice in writing of that nomination, signed by-

- (a) the nominator; and
- (b) the nominee to signify their willingness to stand for election.

The Men's Sheds of WA Board should reflect the diversity that is Western Australia and encourages applicants who bring diversity to the Board.

Aboriginal and Torres Strait Islander people and people with disability are encouraged to apply for all advertised positions.

Application process

Positions are elected at the Men's Sheds of WA Annual General Meeting.

Each nominee is invited to submit a short biography of no more than 300 words that will be sent to Sheds prior to the AGM and distributed with the ballot papers at the AGM. It is suggested that this should briefly cover the nominee's background and outline the abilities they will bring to the Board.

Nominees are to email their short biography to ceo@mensshedswa.org.au.

Nominations close 4:00pm on 17 October 2022.

Eligibility requirements for Board Members

Men's Sheds of WA ask all Board members and staff to have an up to date National Police Clearance.

The Associations Incorporation Act 2015 includes requirements to ensure that only suitable persons are responsible for running an incorporated association.

Under the Act a person is prohibited from sitting on the management committee of an incorporated association (without prior approval from the Commissioner for Consumer Protection) where they:

- are an undischarged bankrupt or their affairs are being managed under insolvency laws
- have been convicted of an offence in connection with the promotion, formation or management of a body corporate
- have been convicted of an offence involving fraud or dishonesty punishable on conviction by three months or more imprisonment and/or
- have been convicted of an offence under Division 3 (the duties of officers provisions) or section 127 (the duty with respect to incurring of debt) of the Act.

It is the responsibility of everyone to ensure that they are eligible to act as a member of the Management Committee.

Contact

For further information about the position please contact:

James Wild
Chief Executive Officer

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