

# POSITION DESCRIPTION



<b>POSITION TITLE</b>	YWCA Australia Non-Executive Director – Elected
<b>LOCATION</b>	National
<b>CLASSIFICATION</b>	Volunteer

## THE ROLE

YWCA Australia is seeking to appoint 2 Directors whose skills align with the strategic direction of the organisation and complement the current skills and experience of the Board.

The Board is comprised of 10 Directors; 60% are elected by Members and the balance appointed by the Board. At least 1/3 of the Board must be Young Women. Directors of YWCA Australia are also appointed as Directors of YWCA Australia's wholly-owned subsidiaries, YWCA National Housing, YWCA Housing and other Special Purpose Vehicles. The Board has adopted a Board Charter which sets out the roles, responsibilities and principles within which it operates. The Charter reflects the requirements of the Australian Charities and Not-for-Profits Commission and can be accessed on the YWCA Australia website [here](#).

## ABOUT YWCA

**YWCA's VISION:** A future where gender equality is a reality.

**YWCA PURPOSE:** Making young women's leadership and women's housing our priority for gender equity in Australia.

**YWCA STRATEGY:** The YWCA Evolve Strategy (YeS 2026) can be found [here](#).

**INTERSECTIONAL FEMINISM:** YWCA Australia is an evolving intersectional feminist organisation. We are working to develop a strong, intersectional feminist understanding across the organisation and ensure our decisions are informed by principles and criteria for intersectional decision-making, impact and sustainability.

Gender equality requires systems thinking and systems change. We need to understand how systems, structures and processes can drive different outcomes and experiences for women and people of marginalised genders in all their diversity. Intersectionality considers colonial, racial, social and political contexts and recognises the discrimination and oppression enforced by systems on individuals and their experiences. We cannot achieve gender equality without an intersectional lens in all that we do, advocate for and seek to change.

## KEY RESPONSIBILITIES

- Drive the formulation of YWCA's strategic plan, approve its adoption and provide leadership and strategic guidance in its implementation.
- Monitor company performance, including strategy implementation and the allocation of resources to achieve strategies, objectives and budgets.
- Ensure proper governance processes are followed with integrity, including financial reporting and disclosures, internal controls and compliance with the law.
- Oversee the financial performance of the company, including approving budgets, annual financial statements and major capital expenditure decisions.
- Appointment and removal of CEO, including performance evaluation and remuneration.
- Establish and maintain a healthy risk culture, approve target risk levels and monitor organisational risk.
- Participate in a Board-established committee if required. More detail on the Committees can be found on our website [here](#).

Current at July 2025

## ABOUT YOU: QUALIFICATIONS, EXPERIENCE AND ATTITUDE

YWCA is seeking candidates with diverse backgrounds and experiences, and we strongly encourage gender-diverse individuals and Aboriginal or Torres Strait Islander people to apply for these positions. Candidates with experience in finance, strategy or risk management are strongly encouraged to apply.

Not sure if this is you? Examples of what experience in these fields could look like is detailed below:

### Finance

- Experience managing and/or overseeing the financial performance and reporting of an organisation
- The ability to understand and apply accounting and financial principles
- The ability to interpret and apply the Australian accounting standards
- The ability to understand and oversee debt financing

### Risk

- Experience in developing, implementing and monitoring risk management systems
- The ability to identify key risks and mitigating actions
- Experience in managing risk, especially within workplace health and safety (WHS), technology, cybersecurity or governance.

### Strategy

- Experience in strategy development and implementation
- The ability to understand and review strategy
- The ability to operate at a strategic level
- Your strategy experiences might be in a corporate or not-for-profit environment

### Other Qualities

- You have an enthusiasm for taking on leadership roles
- This might be your first board role
- You're aligned to the purpose and values of YWCA
- You're collaborative, curious and courageous

## Eligibility Requirements

In order to be appointed, candidates must:

- Be eligible to be appointed as a Director within the requirements of [the Constitution](#), the *Corporations Act 2001* (Cth) and the ACNC Act
- Be a member of YWCA Australia. Not a member yet? Join [here](#)
- Be an independent candidate, as per the YWCA Board [Charter](#)

When considering your suitability, please reflect on your professional, volunteer and life experience as well as your education, which may be ongoing. Generally, men will apply for positions when they meet as little as 60% of the required skills or experience, but women will only apply if they meet 100% of the requirements. If you believe you could bring your passion or experience to this role, you are encouraged to outline this in your cover letter. We consider a broad array of candidates across various experiences, backgrounds and workplaces, both formal and informal.

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## TIME COMMITMENT, TERM AND EXPENSES

- Preparation for and attendance at 6 Board meetings per year and 1 strategy session. 2 meetings are to be held face to face and may be located interstate. Otherwise, meetings will be held virtually and are approximately 2-3 hours. Face to face meetings are typically held in June and December of each year.
- Participation on a Board-established Committee, if required. Preparation for and attendance at Committee meetings, which are held virtually, generally quarterly and are approximately 2 hours.
- A comprehensive induction will be provided which will require additional time commitment in the first 1-2 months.
- Attendance at the AGM which may be located interstate or virtually, and other ad hoc events as a representative of YWCA.

The initial term of the appointment will be for 3 years. We anticipate that, in normal circumstances, a commitment of around 8-10 hours per month (excluding travel) is required. In most cases, meetings are held with start times alternating between early (7:30am), midday (lunch time) and late (3pm). Travel to face to face meetings may be required on weekends.

This is a volunteer position. Directors are strongly encouraged to undertake ongoing professional development and YWCA provides an annual amount of development funding to each Director. Travel expenses will be reimbursed.

## HOW TO APPLY

Interested candidates are asked to submit a cover letter that outlines their experience and interest in the role, and a resume.

Applications will be reviewed by the YWCA Nominations Committee and shortlisted candidates will be interviewed in mid-September. Successful candidates will be placed on the election ballot, to be voted on by YWCA Members and announced at the YWCA Australia AGM in November.

Submit your application at this link: [Non-Executive Director](#)

At YWCA Australia, we live our values every day

