

# POSITION DESCRIPTION



**JOB TITLE:** 2 x Nominations Committee Members

**Applicants to be selected by the YWCA Australia Board to be put to YWCA Australia Members for election.**

**LOCATION:** National

**THE ROLE:** The Nominations Committee is established by the YWCA Australia Constitution to support the Board of Directors (the Board) of YWCA Australia (and its subsidiaries) in fulfilling its duties to:

- Select director and Board trainee candidates;
- Oversee evaluation of the Board;
- Select delegates to attend international events and meetings as representatives of YWCA Australia; and
- Recommend Life Members of YWCA Australia.

In 2021, two Member elected positions on the YWCA Nominations Committee are available; one of these must be filled by a Young Woman (a female, or individual who identifies as female, who is aged 30 or under at the time of their appointment). This is a fantastic opportunity to join a women-led, vibrant, feminist Not for Profit organisation. The Committee has adopted a Charter which sets out the roles and responsibilities of the Committee and its Members. The Charter can be accessed [here](#).

**YWCA 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's Core Values:** Feminism, Inclusion, Excellence, Innovation, Integrity

**INTERSECTIONAL FEMINISM:** If feminism is advocating for women's rights and equality between the sexes, intersectional feminism is the understanding of how gender and overlapping identifies – including race, class, ethnicity, religion and sexual orientation – impact the way they experience oppression and discrimination. We cannot achieve gender equality without an intersectional lens in all that we do, advocate for and seek to change.

YWCA Australia is an evolving intersectional feminism organisation. We are working to develop a strong, intersectional feminism understanding and ensure our decisions are informed by principles and criteria for intersectional decision-making, impact and sustainability.

## KEY RESPONSIBILITIES

- Collaborate with the Committee and the Board to understand YWCA's strategy and goals and what skills, experience and attributes may be required on the Board to achieve these.
- Oversight of selection process and participation in interviews, where required, for Chair of the Board, directors, new Board trainees and external committee members.
- Review of applications and selection of candidates to represent YWCA Australia at events such as World YWCA Council or the Commission on the Status of Women.

## SELECTION CRITERIA: SKILLS, EXPERIENCE AND ATTITUDE

When considering your suitability, please reflect on your professional, volunteer and life experience as well as your education, which may be ongoing.

**Selection Criteria – to be addressed in cover letter:**

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- Intersectional Feminism: As an evolving intersectional feminist organization we recognize there is no one way to describe intersectional feminist practices. We would like to understand your interpretation and hear about your experience in applying intersectional feminist principles and practices.
- In order to participate in the selection of directors, committee members and trainees you should have an understanding of the roles and responsibilities of directors and what qualities or attributes are required of an effective director.
- You must have the ability to think critically, ask questions and challenge opinions.
- You should have experience in, or the ability to obtain the skills required, for selection, recruitment, interviews and/or human resources.

**YWCA is seeking candidates with diverse backgrounds and experiences. We strongly encourage Young Women, non-binary individuals and Aboriginal or Torres Strait Islander people to apply for these positions.**

## Required Competencies

It is expected that Members of the Nominations Committee:

- Are aligned with the feminist values and vision of YWCA Australia.
- Are advocates for young women's leadership.
- Act with integrity and display emotional intelligence.
- Are collaborative yet curious and courageous.
- Are familiar with working in not for profit or community organisations.
- Participate and contribute, having regard to the time commitment set out below.

## Eligibility

- Applicants must be eligible to be appointed within the requirements of [the Constitution](#).
- Be an Ordinary or Life Member of YWCA Australia.
- Not be an employee of the Company.
- Have not served more than two terms on the Committee.

If you are not already a member of YWCA Australia – join [here](#) for free.

## Independence

Committee Members are required to comply with the YWCA Australia Corporate Governance framework, which includes the Conflict of Interest Policy (Governance documents available from the Company Secretary on request).

## TIME COMMITMENT, TERM AND EXPENSES

- The Nominations Committee meets 6 times per year. These meetings are held via video conference and run for 1-2 hours, generally during business hours. Members will be required to review papers before meetings and review minutes and undertake follow up actions after meetings. We would anticipate 2-4 hours required per meeting.
- The Nominations Committee is also involved in the selection of Board trainees and Board directors. This includes assessing applications and undertaking candidate interviews, potentially inside and outside of working hours. We would anticipate selection processes could take 8-10 hours in both April/May and September/October.

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The term of the appointment will be for 2 or 3 years. Members of the Committee shall hold office for a maximum of two terms of a maximum of three years per term. The two available positions will be filled following election by YWCA Australia Members.

This is a volunteer position. Expenses approved in advance by the Company Secretary will be reimbursed.

## **Current Membership**

Melissa du Heume and Julia Burns are the current member elected Nominations Committee members and each will be standing for re-election.

Freya Mulvey and Khayshie Tilak Ramesh are the current board appointed Nominations Committee members. Freya Mulvey is standing for re-election as a director of YWCA Australia Board. The membership of the Nominations Committee will be reviewed following the AGM.

## **How to apply:**

**Nominees are invited to apply to be selected as a candidate for election at the 2021 YWCA Australia AGM.**

1. Create a Cover Letter setting out why you wish to be part of the YWCA Nominations Committee and address each Selection Criteria individually.
2. Send your Cover Letter and resume through to us via this <http://external-jobboard.myrecruitmentplus.com/job-details/query/8263840>

Applications will be assessed by a Board Sub-Committee and you may be invited to interview in mid-September. Successful candidates will be put to the Membership for election in the lead up to the 2021 AGM, to be held in November.

This position will require the applicant to satisfactorily complete a national criminal history record check prior to appointment.

*Any questions or requests to speak to current Committee members should be directed to Kate O'Donohue, the Company Secretary, [companysec@ywca.org.au](mailto:companysec@ywca.org.au).*