

COMMUNITY HOUSING (TAS) LIMITED (CHTL)
Role Description for Non-Executive Director
June 2024

Role	<p>Non-Executive Director (NED)</p> <p>The NED plays a vital role in the good governance of CHTL. It is a part-time position.</p>
Reports to	CHTL Chair
Registered Office	288 Invermay Road Mowbray 7248
Company name	<p>Community Housing (Tas) Ltd (“CHTL”)</p> <p>ACN: 147 539 526</p>
Company overview	<p>CHTL is a not-for-profit company limited by guarantee and a registered charity.</p> <p>CHTL’s principal activity is the delivery of affordable and sustainable housing in Tasmania.</p> <p>CHTL is part of the Community Housing Ltd (CHL) Group of Companies. More information is available via CHL’s website: www.chl.org.au and through the most recent Concise Annual Report: http://chl.org.au/news/publications/annual-reports/</p>
Current Board	<p>John De Vries Director & Chair</p> <p>Michelle Swallow Director</p> <p>Moya Fyfe Director</p> <p>Connie Digolis Director</p> <p>Danny Dracic Chief Executive Officer</p>
Role requirements	<p>CHTL is seeking to appoint an appropriately skilled and experienced independent, part-time NED.</p> <p>The appointee must have a passion for housing and a clear commitment to achieving community housing outcomes together with a desire to provide culturally safe and appropriate housing to low-income persons</p> <p>The role requires attending approximately 6-10 board meetings per year. As some meeting will be held in person, and an in-depth knowledge of community Housing in the State is required, candidates must reside in Tasmania.</p>
Duties and responsibilities	<p>The NED plays a vital role in corporate governance with a wide range of duties and responsibilities including:</p> <ul style="list-style-type: none"> • Attend Board and Committee meetings. Meetings may be held either in person and/or online. • Provide experienced, sound advice to the Chair and Chief Executive Officer. • Provide constructive scrutiny of policies, proposals and plans developed by CHTL and contribute to the development of strategy. • Support the executive leadership of the organisation while monitoring their conduct; in particular assist the Chair and CEO to develop the organisation to meet its future challenges and responsibilities. • Constructively challenge and contribute to the development of

	<p>strategy.</p> <ul style="list-style-type: none"> • Scrutinise the performance of Management in meeting goals and standards and monitor the reporting of performance and service quality. • Satisfy themselves that financial information is accurate, and that internal systems and controls are robust and defensible. • Ensure the Board acts in the best interests of the company, the public and other stakeholders and is fully accountable for all services provided and public funds used. • Assist in advancing the Group's Reconciliation Action Plan (RAP) to strive to create workplaces and service deliveries that are culturally safe and inviting.
<p>Skills and experience</p>	<p>The skills and experience required to undertake the NED role include:</p> <ul style="list-style-type: none"> • Detailed understanding and knowledge of the responsibilities of a company director and a current Director Identification Number (DIN), • Strategic expertise with the ability to review strategy by constructive questioning and suggestion in order to contribute to the effective decision making of the board. • High level communication skills both verbal and written. • Board level experience in the private or public sector in a medium organisation. • Experience in providing housing and/or related services to Aboriginal or Torres Strait Islander peoples would be beneficial. • Knowledge of the community housing sector as it relates to Tasmania is essential. • Diverse skills and knowledge including in; IT, commercial / corporate experience; accounting / financial management; experience in social and affordable housing development / management; or social research would be welcome.
<p>Education and qualifications</p>	<ul style="list-style-type: none"> • Graduate membership of the AICD would be valued
<p>Remuneration</p>	<p>Directors' fees are paid in accordance with company policy. Currently NED remuneration is \$8,000 (plus superannuation) per annum.</p>
<p>Enquiries</p>	<p>All enquiries should be directed to the Company Secretary at shauna.larkin@chl.org.au</p>