

POSITION DESCRIPTION



POSITION TITLE	Nominations Committee Member (member elected)
LOCATION	National

THE ROLE

YWCA Australia is seeking to appoint 2 individuals to the YWCA Nominations Committee, one of whom must be a Young Woman aged 30 or under at the time of their appointment. This is a fantastic opportunity to join a vibrant, women-led Not-For-Profit organisation and gain real-world experience with governance and Committee operations.

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

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

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](#).

ABOUT YWCA

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 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

- 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.

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- Oversight of selection processes and participation in interviews, where required, for the 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

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.

Not sure if the opportunity is for you? You're right for this role if any of the following apply to you:

- You're aligned with the values of YWCA Australia.
- You're an advocate for the leadership of young women and gender diverse people.
- You act with integrity and display emotional intelligence.
- You are collaborative yet curious and courageous.
- You're able to participate and contribute, having regard to the time commitment set further below.
- You're eligible to be appointed as a Committee Member according to the [YWCA Australia Constitution](#)
- You may have experience in selection, recruitment or interviewing candidates, or you may just want to learn about it and be willing to apply it.
- This might be your first time on a Committee.

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.

TIME COMMITMENT, TERM AND EXPENSES

- The Nominations Committee meets 4-6 times per year. These meetings are held via video conference and run for 1-2 hours, generally outside of 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.

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

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

HOW TO APPLY

Create a Cover Letter setting out why you wish to be part of the YWCA Nominations Committee. We recommend that you include **some or all** of the following in your letter:

- Intersectional feminism: we recognise that there is no one way to describe the application of intersectional feminist practices. We would like to understand **your** interpretation and hear about your experience in applying intersectional feminist principles and practices in your work, education or community.
- Your ability to think critically, ask questions and challenge opinions and assumptions.
- Relevant experience with selection and recruitment.
- How you understand what skills or attributes are required for effective Board directors.

Send your Cover Letter and resume through to us via this [link](#).

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 2024 AGM, to be held in November.

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

Have questions? Want to know more about the role? Email the Company Secretary at companysec@ywca.org.au

At YWCA Australia, we live our values every day

