

POSITION DESCRIPTION



POSITION TITLE	Finance, Audit and Risk Committee Chair
LOCATION	National
CLASSIFICATION	Volunteer, Chair Fees Paid

THE ROLE

YWCA Australia is seeking to appoint a Chair to the Finance, Audit and Risk Committee whose skills align with the strategic direction of the organisation and complement the current skills and experience mix of the Board.

The Finance, Audit and Risk Committee is comprised of Directors of the YWCA Board and an external Chair. The Committee assists the Board and its two subsidiary housing boards to discharge its duties in relation to:

- Monitoring the financial performance of YWCA
- Overseeing and monitoring of the financial management systems of YWCA, including the financial audit; and
- Monitoring risk management by YWCA.

The Committee has a Charter that sets out the roles and responsibilities and can be accessed on our [website](#). All Committee members are expected to comply with YWCA's governance standards.

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.

KEY RESPONSIBILITIES

The Chair of the Finance, Audit and Risk Committee is responsible for leadership of the Committee, including the following:

- Facilitating information flow between committee and board
- Facilitating effective functioning of the committee, including managing meetings.
- In consultation with management:
 - Setting the agenda for committee meetings; and
 - Overseeing the quality, sufficiency and relevance of information made available to the committee.
- Facilitating open and constructive communications amongst the committee, between committee and management and between committee and board; and
- Maintaining meeting's focus on strategic and priority matters.

Current at September 2024

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.

If you're an interested candidate and some of the following qualities and skills describe you, you're highly encouraged to apply:

- Tertiary and/or professional financial qualifications in any of the following areas:
 - Finance
 - Audit
 - Accounting
 - Risk
- Professional experience in the finance or accounting sector.
- Experience with oversight of strategic financial management or organisational risk.
- An understanding of financial regulations.
- Comfort with risk management frameworks, oversight of risk and risk identification.
- Experience participating on a board or finance committee. Experience as a chair of a board or committee is welcomed, but not a requirement.
- You work with integrity, lead collaboratively and are an effective communicator.
- You're willing to provide guidance and advice to Committee members.

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 expected time commitment for the Chair is:

- Attendance at 4 scheduled Committee meetings per year of approximately 2 hours duration, which are held virtually.
- Attendance at 1 Board meeting per year, usually in October, which is held virtually.
- Attendance at required meetings with the Auditors which will be held virtually.
- Participation in selection and recruitment of Committee members as required.

The initial term of this appointment is 2 years and annual reviews of performance will take place.

Formal appointment is expected to take effect from September 2025. A thorough induction will be provided to the appointed Chair.

The Committee Chair will receive a stipend for each meeting that they chair. This stipend is determined by the Board from time to time and is currently set at \$500 per meeting.

A professional development allowance is also available.

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HOW TO APPLY

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

Applications can be submitted at this [link](#).

Successful applicants will be interviewed prior to appointment.

Have a question? Email the Company Secretary at companysec@ywca.org.au

At YWCA Australia, we live our values every day

