



CALL FOR NOMINATIONS AND POSITION DESCRIPTION

NON-EXECUTIVE DIRECTOR – THE AUSSIE HANDS FOUNDATION INC.

[The Aussie Hands Foundation](#) provides support, information and encouragement to people living with a hand difference and their families. Aussie Hands achieves this through;

- Supporting individuals with a hand difference, their families and community
- Providing opportunities for connection, networking and sharing of information
- Raising awareness and celebrating achievements of people with a hand difference
- Supporting research into hand differences.

Aussie Hands is nationwide with over 900 active members across every state and territory. Our members are children and adults with hand differences and their families and communities, volunteers, donors and health professionals. Aussie Hands is a co-founder of the Australian Hand Difference Register (AHDR) with the Murdoch Children's Research Institute. The purpose of the AHDR is to find out how many children are born with hand differences in Australia, learn more about causes and help plan future support services.

Our major project that we are currently delivering is to provide an Online Resource Toolkit and Peer Support Network for our members and their families. This is funded through an [Individual Capacity Building Grant \(ICB\)](#) from the Australian Government. This project is due to be completed in July 2022.

Call for Nominations for Non-Executive Directors

The Aussie Hands Foundation is now calling for nominations for the office-bearing roles of President, Vice President, Treasurer, Secretary as well as for Ordinary Board members and invites Members and their family and friends to nominate.

Every year at the Annual General Meeting (AGM), the Board of Management stands for election. Not all of the office-bearing roles have received nominations to be filled. One person can fill more than one role. You must be a member of Aussie Hands to nominate. Membership forms can be found on our website [here](#).

The current President, Vice-President and Secretary are not standing for re-election and we encourage Members to consider nominating.

It would be appreciated if you could reach out to your networks to nominate Aussie Hands Members who would make a valuable contribution to the Aussie Hands Foundation, and encourage them to apply.

What qualities do you need?

Experience and knowledge in the following key competencies are regarded as essential:

- **Empathy with the sector** – an understanding of the drivers and needs of the Aussie Hands community.
- **Integrity and commitment** – a strong moral and ethical compass, committed to fulfilling Aussie Hands' vision, putting the organisation's interests before personal interests and demonstrating appropriate independence.

- **Knowledge of a director's responsibilities** – includes an understanding of the role as well as the legal, ethical, fiduciary and financial responsibilities.

The following personal competencies are highly regarded:

- **Collaborative yet curious and courageous** – a director must be able to function as an effective team member and must have the curiosity to ask questions and the courage to persist in robust, respectful discussions with volunteers and fellow board members where required;
- **Emotional intelligence** – as well as self-awareness and self-management a director needs to demonstrate empathy manifested through strong interpersonal skills. A director must work well in a group, listen well, be tactful yet able to communicate in a cogent and candid way;
- **Commercial judgement and instinct** – a director must demonstrate good business instincts and acumen, and be able to assimilate and synthesise complex information;
- **Active contribution** - a director must be an active contributor with genuine interest in the Foundation and its activities.

Role and Commitment

The role requires attending approximately four- six board meetings per year. Board meetings are held online via zoom. Board meetings are usually held in the evening (AEST) for approximately 2 hours. The term of appointment is one (1) year. Directors can choose to stand for re-election as many times as they like.

Directors are strongly encouraged to become a project lead for one of the functional areas of the organisation. Directors may be nominated to a Board Working Group and are required to attend meetings or teleconferences particular to that Working Group. The role may require attendance in monthly conference calls for management/ financial reporting and general compliance issues. The role is unpaid. The below table highlights the particular activities for each role.

Enquiries can be directed to Craig Parsons, Company Secretary, by email:

aussiehands.secretary@gmail.com

Nominations

Nominations are due 25 September 2021 to Craig Parsons, Company Secretary, by email:

aussiehands.secretary@gmail.com

It is a requirement for each nomination to be nominated and seconded by an existing Member of Aussie Hands. If you need assistance with this requirement, please contact aussiehands.secretary@gmail.com

2021-2022 Aussie Hands Board of Management

Role	Responsibilities	Support for role
President	<ul style="list-style-type: none"> Aussie Hands Governance Oversight of day-to-day operations Stakeholder engagement ICB Grant oversight 4-6 hours per week	Board members and volunteers
Vice-President	<ul style="list-style-type: none"> Risk Management Framework Content approval for FB, Insta, LinkedIn, Media, website, member newsletter 4 hours per week	Board members and volunteers
Secretary	<ul style="list-style-type: none"> Board agenda, minutes and action Correspondence Compliance documentation Membership reports 2 hours per week	President
Treasurer	<ul style="list-style-type: none"> Annual Budget Financial Reporting to Board Coordinate annual audit process Oversee payments Support for grant applications and acquittal 2 hours per week	Board members and volunteers
Ordinary Board Member (Non-Executive Director)	<ul style="list-style-type: none"> Active participation on Aussie Hands Board, support & leadership of project activities below 2 hours per month	Board members and volunteers

As well as their Ordinary Board Member duties, Directors are strongly encouraged to be a project lead in the oversight of one of the functional areas of Aussie Hands. Please select which one of these areas you would be happy to take the lead on in your nomination form.

2021-2022 Aussie Hands Board of Management Functional Areas

Role	Responsibilities	Support for role
Social Media Lead	<ul style="list-style-type: none"> Maintain an engaged social media community Oversight of the Aussie Hands closed Facebook membership process Oversight of the Aussie Hands closed Facebook page moderation 2 hours per week	Social Media Working Group
IT & Website Lead	<ul style="list-style-type: none"> Oversight of Aussie Hands IT systems, database and website Ensure sustainability of the AH website where the ICB grant artifacts are stored and accessed Oversight of Aussie Hands CRM and database 2 hours per week	IT & Website Working Group, Webmaster, Web Officer

HR & Volunteer Lead	<ul style="list-style-type: none"> • Responsible for recruitment, induction and performance of volunteers • Lead communication with volunteers and volunteer recognition • Liaison with interstate coordinators • Annual plan for ambassadors and Patron • Prepare report for Board meetings <p>3 hours per week</p>	Events & Volunteer Coordinator President
Marketing & Communications Lead	<ul style="list-style-type: none"> • Annual marketing and communication plan • Oversee marketing and communications materials • Guide communication campaigns for members • Oversee Limb Difference Awareness Week campaign <p>2 hours per week</p>	Marketing & Communications volunteers
Fundraising Lead	<ul style="list-style-type: none"> • Ensure that a donor management strategy is in place. • Identify opportunities and resources • Allocate tasks • Ensure compliance with Aussie Hands Fundraising Policy • Work toward securing funding for Aussie Hands. • Prepare updates for Board meetings <p>8 hours per month</p>	President Marketing & Communications volunteers

AUSSIE HANDS FOUNDATION AGM BOARD NOMINATION FORM

I/we submit the following nominations for Board Positions to commence office at the close of the 2021 AGM:

Please print name of nominee:

for the Office of (please circle position):

President

Vice President

Treasurer

Secretary

Ordinary Board member

Note Ordinary Board members are expected to be the Board lead on one of the following Working Groups: HR & Volunteers, IT and Website, Fundraising and Donors, Social Media with emphasis on engagement and use of Facebook and Marketing and Communications. Please indicate which lead you are willing to coordinate.

I will be the Board lead on the following Working Group _____

Nominee to acknowledge:

If elected, I agree to accept office on the Board:

Full name:

Signature:

Date:

Nominated by: _____
please print name

Seconded by: _____
please print name

Signed: _____

Signed: _____

Address: _____

Address: _____

_____ P/Code: _____

_____ P/Code: _____

Phone: _____

Phone: _____

Date: _____

Date: _____

Please return this form to: Company Secretary, Aussie Hands Foundation by 25 September 2021 to secretary@aussiehands.org.

ⁱ Nominator and Seconder must be members of AHF.