

Position Description

Role title:	Board Member
Department/location:	Statewide
Working Relationships:	Chief Executive Officer, Board Members, Co-opted Industry Specialists

Overview of Family Planning Tasmania

Family Planning Tasmania Inc (FPT) commenced in 1973 with one staff member providing medical and educational services. Today FPT has more than 50 staff members delivering sexual and reproductive health services from centres located at Glenorchy, Launceston and Burnie. Medical services are also delivered from various outreach locations.

FPT operates as a not for profit organisation governed by a voluntary board. The majority of funding is provided by the Department of Health and Human Services, Tasmania. FPT generates additional income from fee-based medical services and the sale of education resources.

FPT is incorporated by association and is therefore an independent and autonomous member of a network of State and Territory sexual health and family planning organisations called the Family Planning Alliance Australia (FPAA). Family Planning Alliance Australia is the nation's peak body in reproductive and sexual health. It promotes advances in public health through policy insight and advocacy and represents leading health and education agencies across Australia.

In addition to FPT, there is another incorporated entity called the The Family Planning Welfare Association of Tasmania Inc (FPWA), which is the owner of premises in Launceston and Burnie. The Board members of FPT are the only members of FPWA and form the Board by virtue of the FPWA Constitution.

Role

The Board's role is to ensure Family Planning Tasmania achieves its strategic objectives.

The Board's focus is on:

- Governance
- Strategy
- Compliance
- Monitoring
- Performance

This is a non-executive Director position at Family Planning Tasmania and the Family Planning Welfare Association of Tasmania.

Level of Accountability

All Board Directors are accountable to the Board as a whole and to the membership. Accountability includes a responsibility to ensure actions comply with:

- The Family Planning Tasmania Constitution
- The Family Planning Welfare Association Constitution
- The Associations Incorporations Act 1964
- Requirements of various organisations providing funds in accordance with funding agreements
- The Family Planning Tasmania values and behaviours
- The Family Planning Tasmania governance policies and documents

Role Responsibilities

Each Director has the following role responsibilities as individuals or to assist the Board as a collective:

1. To actively lead and set the strategic direction and priorities of Family Planning Tasmania;
2. To develop and approve organisationally appropriate governance policies and documents;
3. To engage with, monitor and regularly appraise the Chief Executive Officer (CEO);
4. To monitor the organisation's performance and ensure compliance with relevant legal obligations;
5. To actively uphold the values of Family Planning Tasmania;
6. To obtain all necessary information in order to be effective in the role and to understand the issues and assess the risks facing Family Planning Tasmania.

Performance

The competence and performance of Directors will be demonstrated by their:

1. Ability and willingness to think, act and speak independently and contribute at a strategic level;
2. Ability to apply their experience and know-how to further the vision and mission of Family Planning Tasmania;
3. Ability to apply sound governance principles and actively monitor the performance, both financial and operational of Family Planning Tasmania;
4. Freedom from real and/or apparent conflicts of interest;
5. Use of own resources and capability to initiate suggestions to the Board on innovations, strategy, planning or other aspects of policy making;
6. Ability to make sound decisions that act in the best interests of Family Planning Tasmania;
7. Ability to work as an effective team member in the leadership of Family

- Planning Tasmania;
8. Ability to actively uphold the values of the organisation; and
 9. Regular attendance, preparation and active participation in Board and Committee meetings.

Commitment

Directors will demonstrate their commitment to Family Planning Tasmania by:

- Thoroughly reading Board papers and preparing for all Board and Committee meetings and events;
- Actively participating in all Board and Committee meetings and events.
- Participate in approximately six Board meetings per year
- Participate on one Board Committee which meets approximately four times per year
- Attending the Annual General Meeting
- Attending Special General Meeting(s) if applicable
- One training and/or strategy development session(s) per year

Total time commitment is between 30 and 40 hours per year depending on additional duties.

Term of Appointment

The term of appointment of the Director shall be three years from the first AGM after the casual vacancy appointment is made by the Board. On the third AGM anniversary the Director will be eligible for re-election.

Selection Criteria

Individually, Directors shall have a general interest in the work of Family Planning Tasmania and support the vision and goals of the organisation.

The successful applicant will have:

1. Experience in a Board environment;
2. Demonstrated governance experience and skills;
3. High levels of commercial acumen and the ability to understand and interpret performance, both financial and operational data;
4. Demonstrated experience as a strategic thinker and influential leader in their area of expertise;
5. High level decision-making skills and an ability to apply independent, considered and substantiated opinions to advance the organisation;
6. Capacity to attend, prepare and proactively contribute to Board and Committee meetings and events; and
7. Alignment to the philosophy and values of the organisation.

Our Values

We demonstrate **EXCELLENCE** through:

- **Leadership**
 - We continually strive to be the leaders in sexual and reproductive health in our profession
 - We role model our values and lead by example as we deliver on our vision and strategy
- **Research and evidence**
 - Our professional practices are grounded in research and evidence
 - We are active learners and will maintain and develop our specialist skills

We demonstrate **EQUITY** and **EQUALITY** through:

- **Advocacy**
 - We promote the rights of all people to live free from discrimination
 - We proactively support people to safely and respectfully express their sexuality
- **Accessibility**
 - We promote equal access to our programs and services
 - We respect the right to self-determination
- **Social Justice**
 - We adhere to the principles of social justice
 - We will actively work to ensure we provide equitable programs and services

We demonstrate **INTEGRITY** through:

- **Honesty and Ethical Behaviour**
 - We are authentic and honest in all our interactions
 - We are consistent and authentically care for our clients and each other
- **Drive and Accountability**
 - We are accountable for our work and follow-through on our commitments
 - We have drive and commitment and are prepared to take calculated risks for organisational benefit

We demonstrate **COLLEGIALITY** through:

- **Openness and Respect**
 - We engage openly, respectfully and constructively with each other
 - We actively listen and keep an open mind
 - We respect each other, and the different perspectives we bring
 - We treat each other and our clients as equals who we value
- **Collaboration and Trust**
 - We work as a team and towards our shared goals
 - We trust each other to support and challenge us to be the best
 - We trust our colleagues and the expertise and experience they bring
 - The decisions we make are equitable and openly communicated

Our Philosophy

Family Planning Tasmania will promote and deliver its services to consumers in accordance with the following Philosophy.

Family Planning Tasmania believes that:

- Human sexuality is an integral part of life. It is shaped by gender, and by social, political, spiritual and cultural factors, and is subject to lifelong dynamic change
- Everyone has the right to live free of discrimination, regardless of their age, gender, sexual orientation, marital status, ethnic background, religion or disability
- Everyone has the right to express their sexuality, provided they do not violate the rights of others. FPT recognises the right of all people to self-determination in the control of their fertility and to the enjoyment of satisfying and responsible sexual expression
- Everyone has the right to make informed choices about sexuality and to take responsibility for their own sexual and reproductive health; therefore everyone has the right to
 - unbiased and up-to date information about sexuality, and sexual and reproductive health matters
 - an awareness and understanding of sexual feelings
 - equity of access to appropriate health care services, including sexual and reproductive health care services and
 - lifelong learning about sexuality as an integral part of living.

Family Planning Tasmania aims to provide sexual and reproductive health clinic and education services that are consistent with these beliefs and with commonly accepted principles of social justice. The staff and Board of Family Planning Tasmania are committed to providing services in a manner that recognises the rights of individuals to be consistently treated with a non-judgemental, non-discriminatory, considerate manner, respecting their right to privacy and confidentiality.

All of Family Planning Tasmania's policies flow from the above beliefs.