



Position Description

Chairperson

Position Summary

Transcend Australia was established to provide benevolent relief to transgender and gender diverse children who are often disadvantaged because of their gender identity and who suffer distress due to depression, anxiety and other mental illnesses.

The Chairperson is an organisational leader responsible for representing Transcend Australia in a range of contexts and supporting the CEO to lead the registered charity in line with the strategic direction set by the Board of Directors. The Chairperson has an important role in:

- representing the Board in its accountability to the members of Transcend Australia and our beneficiaries
- cooperating with the CEO and representing the public face of Transcend Australia to the community and stakeholders

Commitment

This is a volunteer position

Minimum 3 year term

Approximately 4-8 hours per week

The Board meets at least 6 times per year virtually and at least once per year in person

Roles and Responsibilities

Leadership and Governance

- Providing leadership to Transcend Australia
- Leading the Board to ensure that Transcend Australia's objectives are pursued within its powers as a registered charity
- Working with the CEO and the Board to develop and implement the strategic directions for Transcend Australia
- Working with the CEO and the Board to ensure that Transcend Australia operates in an ethically, environmentally and socially responsible manner
- Facilitating proper information flow between the Board and the executive management team led by the CEO
- Exemplifying the agreed values and behaviours of Transcend Australia

Board meetings and coordination

- With the Company Secretary and CEO, prepare the Board meeting agenda in advance of the meeting – ensuring all Board members have an opportunity to contribute to the agenda
- Chair Board meetings, and support effective decision making and Board conduct that is in line with Transcend Australia's Constitution

- Report to the Annual General Meeting on Transcend Australia's achievements and progress against the strategic plan
- Serve on Board Subcommittees as required
- In partnership with the Board and CEO, oversee the recruitment, induction and training of new board members
- Facilitating open and constructive communications amongst Directors and encouraging their contribution to the Board's discussions and decisions

CEO recruitment and support

- In partnership with the Board, oversee the recruitment of the CEO
- Meet regularly with the CEO to provide support, feedback and advice without interfering with day-to-day operations
- Act as the point of contact between the Board and CEO, with the CEO as the interface between Board and management and staff of Transcend Australia
- Manage, in partnership with the Board and CEO, the succession of the chair position

Community and Sector Engagement

- Working with and in support of the CEO, serve as a spokesperson for Transcend Australia as appropriate and in line with Transcend Australia's Media Policy
- Working with and in support of the CEO, represent Transcend Australia in community events and forums
- Work with the CEO to develop and maintain key external relationships
- Promote and advocate on behalf of Transcend Australia in the community

Financial Responsibility and Compliance

- With the Treasurer and CEO, ensure the organisation's financial control procedures are adequate and the risk is managed effectively
- Work with the CEO and the Board to ensure that Transcend Australia is compliant with all relevant legislation and regulations and service agreements

Selection Criteria

Essential

- At least 2 years of experience with a Board on a not-for-profit organisation or similar
- Strong understanding of corporate governance principles and best practices
- Demonstrated ability to think and operate strategically to advance the interests of an organisation
- Demonstrated ability to advocate and advance the interests of a not-for-profit organisation
- Excellent verbal and written communication skills

- High level of capability in development of relationships, collaboration and stakeholder management
- Commitment to supporting transgender, gender diverse and non-binary (TGDNB) children and their families so they may thrive and flourish
- Strong understanding of the principles of intersectionality and capability in promoting the cultural safety of Aboriginal and Torres Strait Islander people, and people from diverse faith and cultural backgrounds
- Strong personal and professional integrity including meeting fiduciary duties and responsibilities, acting ethically, having appropriate independence and acting without conflict

Desirable

- Lived experience as a TGDNB person
- Strong connections or experience working the LGBTIQ+ community organisations or the health and human services sector
- Formal qualifications in management or governance
- Experience in an executive or leadership role

Additional Requirements

All people working with Transcend Australia are required to:

- Complete a police/criminal history check
- Obtain and maintain current a Working With Children Check
- Disclose any criminal charges or convictions received during the course of engagement with Transcend Australia
- Comply with relevant Transcend Australia policies and procedures
- Protect confidential information from unauthorised disclosure
- Safeguard children and young people
- Be aware of and comply with applicable laws.

Status and Details

Status	Current
Effective Date	7 August 2024
Approval Authority	Board of Directors
Approval Date	19 August 2024
Expiry Date	Not Applicable
Enquiries Contact	Company Secretary, board@transcend.org.au