



## Position Description

**POSITION TITLE:** Board Director (Non-Executive)

<b>LOCATION:</b>	South Brisbane / Remote	<b>DIRECT REPORTS:</b>	NIL – Governance role
<b>EA / AWARD CLASSIFICATION:</b>	N/A - Voluntary non-executive director role	<b>APPLICABLE ALLOWANCES:</b>	Approved out of pocket expenses reimbursable
<b>SCYP CLASSIFICATION</b>	C – Leadership Team (includes Board)		

## Position Purpose

Board Directors play a critical governance role in ensuring Ronald McDonald House Charities South East Queensland (RMHC SEQ) fulfills its mission to provide essential services that remove barriers, strengthen families, and promote healing when children need healthcare. The Board focus on strategic oversight, fiduciary responsibility, risk, compliance and stakeholder stewardship. The Board do not get involved in day-to-day operational management. The Board set and monitor strategic direction, hold the Chief Executive Officer (CEO) to account for performance and safeguard RMHC SEQ's long-term sustainability and reputation.

## Key Relationships

To achieve the objectives of this role, this position is dependent on the following roles and relationships

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"><li>• Board Chair</li><li>• Board of Directors</li><li>• Board Sub-Committees</li><li>• Chief Executive Officer</li><li>• Executive Managers</li><li>• Employees and Volunteers</li></ul>	<ul style="list-style-type: none"><li>• RMHC Australia and RMHC Global</li><li>• Hospital &amp; Health Partners</li><li>• McDonalds Licensees and partners</li><li>• Donors, Suppliers &amp; Sponsors</li><li>• Community &amp; Government representatives</li><li>• General public</li></ul>

## Key Responsibilities

AREA	TASKS/DUTIES	PERFORMANCE MEASURES / KPI'S

Board Governance & Ethics	<ul style="list-style-type: none"> <li>• Uphold legal, ethical and fiduciary duties as a Non-Executive Director.</li> <li>• Prepare for and attend Board, AGM and relevant committee meetings.</li> <li>• Declare and manage conflicts of interest; maintain confidentiality.</li> <li>• Operate within governance boundaries; refrain from operational directives to staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Directors aim for consistent attendance at scheduled Board and committee meetings (target 90%) to ensure informed decision-making and strong governance.</li> <li>• Directors review Board papers prior to meetings to contribute effectively to discussions and decisions.</li> <li>• All conflicts of interest are declared and managed transparently at each meeting (target 100% compliance).</li> <li>• Directors maintain governance boundaries, avoiding operational directives, confirmed annually in Director review.</li> </ul>
Strategy & Planning	<ul style="list-style-type: none"> <li>• Contribute to development, approval and periodic review of RMHC SEQ strategy.</li> <li>• Ensure alignment of strategy with mission, values and stakeholder needs.</li> <li>• Monitor delivery against strategic goals, business tactics and success measures.</li> </ul>	<ul style="list-style-type: none"> <li>• Directors actively participate in annual strategy workshops to shape and align organisational priorities.</li> <li>• Board collaboratively approves strategy and monitors progress through quarterly reports.</li> <li>• Director contributions are documented in Board minutes, reflecting active engagement in strategic discussions.</li> </ul>
Financial Oversight	<ul style="list-style-type: none"> <li>• Approve annual budget and monitor financial performance and sustainability.</li> <li>• Review management and statutory financial reports; ensure appropriate controls.</li> <li>• Oversee investment, reserves and major capital decisions at governance level.</li> </ul>	<ul style="list-style-type: none"> <li>• Board approves the annual budget prior to the fiscal year to enable effective resource planning.</li> <li>• The Board monitors financial performance, variance, and cash flow at each meeting, ensuring timely action tracking.</li> <li>• The Board supports robust financial governance, achieving unqualified audit opinions and timely statutory reporting.</li> </ul>
Risk & Compliance	<ul style="list-style-type: none"> <li>• Oversee enterprise risk framework and risk register through the CEO.</li> </ul>	<ul style="list-style-type: none"> <li>• The Board review the risk register at least quarterly to</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure compliance with applicable laws, safeguarding, privacy and fundraising regulations.</li> <li>• Monitor internal audit/assurance findings and management remediation.</li> </ul>	<ul style="list-style-type: none"> <li>• maintain proactive risk oversight.</li> <li>• Directors complete all mandatory governance and safeguarding training (target 100%).</li> <li>• The Board ensures timely closure of agreed remediation actions (target 90% within set dates).</li> </ul>
CEO Oversight & Board Succession	<ul style="list-style-type: none"> <li>• The Board support and hold the CEO accountable for organisational performance.</li> <li>• The Board set CEO objectives; engage in annual performance and remuneration review.</li> <li>• The Board plan for CEO succession and emergency coverage.</li> <li>• Board Skills Matrix &amp; succession plan reviewed and updated annually.</li> </ul>	<ul style="list-style-type: none"> <li>• The Board agree on written CEO objectives annually and review progress quarterly to support leadership accountability.</li> <li>• The Board completes the CEO performance review on schedule, fostering constructive feedback and development.</li> <li>• Directors maintain an average skill set score above 3.5 in the annual Skills Matrix review, supporting a strong governance capability.</li> </ul>
Stakeholder Engagement & Advocacy	<ul style="list-style-type: none"> <li>• Act as an ambassador for RMHC SEQ; represent the organisation at key events.</li> <li>• Cultivate strategic relationships (non-operational) that advance mission and reputation.</li> <li>• Support fundraising and brand visibility at a governance/advocacy level.</li> </ul>	<ul style="list-style-type: none"> <li>• Directors participate in at least two ambassadorial or event engagements annually to strengthen community and stakeholder relationships.</li> <li>• Board monitors stakeholder feedback and relationship outcomes through regular reporting.</li> <li>• Directors adhere to brand and media protocols to uphold organisational reputation.</li> </ul>
Board Committees	<ul style="list-style-type: none"> <li>• Serve on at least one Board committee aligned to skills and Board needs.</li> <li>• Provide constructive challenge and independent judgement in committee deliberations</li> </ul>	<ul style="list-style-type: none"> <li>• Directors actively serve on at least one Board committee aligned to their skills, maintaining ≥90% attendance.</li> <li>• Committee action items are completed within agreed timeframes, supporting effective governance outcomes.</li> </ul>

Safety & Wellbeing Oversight (WHS)	<ul style="list-style-type: none"> <li>Promote a safety-first culture through governance oversight of WHS frameworks.</li> <li>Ensure the Board receives regular reporting on incidents, hazards and corrective actions.</li> <li>Support psychological safety and wellbeing initiatives at a governance level.</li> </ul>	<ul style="list-style-type: none"> <li>WHS performance and serious incident reports tabled each Board meeting.</li> <li>All Board-assigned WHS governance actions closed on time.</li> <li>Evidence of safety culture initiatives in Board minutes.</li> </ul>
Confidentiality, Professionalism, & compliance	<ul style="list-style-type: none"> <li>Displays leadership and professional behaviour in alignment with the Code of Conduct &amp; Ethics</li> <li>Maintains confidentiality of sensitive information and board deliberations.</li> <li>Ensures procedural fairness in dealing with all matters involving staff, volunteers and families.</li> <li>Comply with all RMHC policies and procedures</li> <li>Be aware of and comply with any legislation and standards</li> </ul>	<ul style="list-style-type: none"> <li>Signed Code of Conduct on record and reviewed annually</li> <li>No Substantiated breaches of confidentiality or code of conduct/ethics</li> <li>100% compliance of mandatory requirements/ training</li> </ul>

## Required knowledge, skills, qualifications

AREA	REQUIREMENTS
<b>KEY SELECTION CRITERIA</b> (Experience, Qualifications, Training, skills)	<ul style="list-style-type: none"> <li>Demonstrated knowledge of director's responsibilities (legal, ethical, fiduciary).</li> <li>Strategic expertise and ability to contribute to effective Board decision-making.</li> <li>Financial literacy: ability to read and interpret financial statements and reports.</li> <li>Risk and compliance oversight experience, including safeguarding and privacy.</li> <li>Industry knowledge and/or lived experience relevant to RMHC mission (desirable).</li> <li>Governance qualification (e.g., AICD, Governance Institute) or willingness to obtain (highly desirable)</li> <li>Specific Skills/experience as identified in Board Skills Matrix as growth areas as determined by Board Selection &amp; Renewal Committee</li> </ul>
<b>MANDATORY COMPLIANCE</b>	<ul style="list-style-type: none"> <li>Bluecard Working with Children Check</li> <li>National Criminal History/Police Check</li> <li>Completion of mandatory online training including safeguarding children &amp; young people.</li> </ul>



- Adherence to Code of Conduct & Ethics and organisational policies

## RMHC Values and Behaviours

### Safeguarding Children and Young People (SCYP) Expectations for all RMHC Board directors, employees and volunteers:

All board, employees and volunteers are required to uphold the safety and wellbeing of all of all children and young people accessing our service by:

- Complying with the RMHC SCYP Framework to ensure high child safety standards, including preventing, identifying, and reporting abuse.
- Maintaining a zero-tolerance approach to any form of child abuse.
- Creating a safe and supportive environment where children and young people feel valued, heard, and empowered.
- Complying with all relevant child safety legislation, policies, and procedures
- Continuously maintaining required working with children check and police clearances whilst employed at RMHC

### Behavioural Expectations for all RMHC employees:

- To uphold the organisational values and culture through personal conduct, work performance and interactions with others
- Behaves with personal integrity and ethical standards and Demonstrates honesty, loyalty and commitment in regards to self and RMHC
- Optimises team effectiveness through cooperative behaviour with others and supporting the success of the RMHC team and RMHC System
- Understands and complies with child protection monitoring and reporting requirements and promotes a culture of Safety for children & young people within RMHC.

### Organisational Values



## Agreement



**This position description is agreed by (please sign):**

Position Holder Name	Signature	Date:

**Document Control (For administrative purposes)**

DOCUMENT VERSION #	APPROVAL DATE	MODIFIED BY	APPROVED BY
1.0	TBC		