

## Metro Assist Limited - Director Information Pack

We are seeking expressions of interest to fill two Non-Executive Director (Voluntary) positions that have arisen due to the upcoming retirements of two directors who have completed their maximum 6 year tenure.

### Organisation context

Metro Assist Limited was established in 1986 to provide a range of community services including migrant settlement, family support and early intervention, financial support, tenancy services and community development across areas in Sydney's Inner West and Canterbury Bankstown areas.

The objects of the Company are to provide for the direct relief of poverty, sickness, suffering, distress, misfortune, disability, destitution or helplessness suffered by individuals, families and communities from diverse backgrounds.

More information on the organisation is found on our website [www.metroassist.org.au](http://www.metroassist.org.au). Our annual reports for the past three years can be viewed at <http://www.metroassist.org.au/about-us/about-us-2.htm>

Our statutory reporting to the ACNC and our constitution may be viewed at <https://www.acnc.gov.au/charity/charities/82282490-39af-e811-a95e-000d3ad24c60/profile>

### Our values

- **Caring** - We care for the wellbeing of our clients, colleagues and our community
- **Respect** - We deliver our services in a non-judgmental way and treat our clients and colleagues with respect
- **Client focused** - We work to serve our clients and strive to resolve their issues in a professional, timely and appropriate manner
- **Honesty and integrity** - We undertake our work in an honest, ethical and transparent way
- **Innovative** - We strive to continuously improve the services we provide to our clients and to the community

### About the role

The Board is responsible for the governance arrangements of Metro Assist Limited. The responsibilities and expectations of directors of Metro Assist are set out in detail in our constitution. The key responsibilities of the Board are further set out in our Board Charter and include:

- Providing leadership to the organisation by guiding the development of appropriate organisational culture, values, code of conducts, policies and practices and by modelling the behaviour
- Approving strategic plan and performance objectives, ensuring adequate resources are available to deliver those objectives and monitoring performance set out in the plan;
- Approving annual budget and monitoring financial performance against the set budget;
- Approving annual financial statements;
- Monitoring financial position of Metro Assist at all times and preventing the organisation from operating if it is insolvent;
- Providing oversight and ensuring appropriate policies, management systems and accountability mechanism are in place;

- Ensuring robust risk management, compliance and control systems are in place and operating effectively;
- Ensuring Metro Assist complies with all of its contractual, statutory and legal obligations including the requirements of any regulating body such as Australian Charities for Not for Profit Commission (ACNC)
- Appointing the Chief Executive Officer (CEO), determining employment terms including remuneration package, set CEO KPIs and evaluating performance;
- Appointing an external auditor and evaluating performance of the auditor including their ongoing independence; and
- Promoting diversity within all levels of the organisation by establishing policy guideline and monitoring organisational performance.

The Board meets after hours approximately 6 times per annum. Currently these meetings are face to face with online option available if required. The face to face meetings are held at our main office located in Campsie.

The Board has two sub-committees and directors are encouraged to nominate for one if their time allows:

- Finance and Audit
- Governance

Directors are appointed for a 3 year term. Directors appointed between AGMs are required to have their appointment confirmed at the next AGM. Each Director must retire at least once every three years. The maximum term under the Constitution is 6 years (made up of two 3 year terms).

The position is voluntary. Directors are not offered a fee or any other remuneration from Metro Assist for their service performed as a director. Agreed expenses will be reimbursed.

## **Selection Criteria**

We are seeking expressions of interest to fill two Non-Executive Director positions that have arisen due to retirements.

Applicants are to demonstrate that they meet one or more of the following 4 criteria.

- Experience in the Human Services sector, or
- Qualifications in law, or
- Qualifications in finance, or
- Experience in a governance related role such as company secretary, board roles, audit and compliance, risk assessment, governance.

People with lived experience as a migrant / refugee or identify as LBGTQIA+ are encouraged to apply.

Applicants should have an interest in the NFP sector and time to fulfill the duties of the role.

All Directors are subject to Working with Children Check and National Police Check prior to appointment, and on an ongoing basis. All Directors are required to provide evidence of an “up to date” Covid-19 vaccination status in accordance with Metro Assist’s Covid-19 Vaccination Policy. All Directors must adhere to the organisation’s Code of Conduct.