



POSITION DESCRIPTION: Non-Executive Board Director (Pro bono)

Position Summary

Position title:	Non-Executive Board Director
Employment type:	Pro-Bono
Reports to:	Chairperson of the Board of Directors
Location:	Remote
Time commitment:	10 hours per month minimum

Australian Parents for Climate Action is committed to building an inclusive and diverse board that reflects the communities we serve. We encourage applications from Aboriginal and Torres Strait Islander people, and people of all cultures, ages, identities and abilities. If you meet all of the Essential attributes, please apply! The Desirable characteristics are a guide and we'd love the chance to see if you might be a great fit with us. You do not need to be a parent to apply, however, please outline what motivates you to help advocate for a safe climate for children's safe futures.

About the organisation

In our 3.5 years, Australian Parents for Climate Action (AP4CA) has grown rapidly to become Australia's leading organisation to engage, organise and empower parents, carers, families and everyone who cares about kids, to advocate for a safe climate for our children's future. With over 17,000 supporters and 25 local groups, our supporters are from across the political spectrum, in every Australian electorate, and from diverse socio-economic backgrounds. We seek non-partisan responses from government and business to address climate change and its impacts.

AP4CA's vision is for our children to live safe, healthy, prosperous lives because Australian governments and businesses have implemented the solutions required to ensure a safe climate. Our mission is to increase the political will for climate action by engaging and empowering millions of parents across Australia to advocate for climate action within their communities, to the media, and to politicians.

Our long-term strategic aim is to build long-term bipartisan support for ambitious climate action this decade to secure a safe climate for all children. Towards this aim, our 3-year goal is to make climate change the #1 issue for parents and carers in strategic locations, and demonstrate their concern in communities, the media and to decision makers.

AP4CA was founded in early 2019 and incorporated as a company limited by guarantee in late 2019, with our first paid staff commencing in mid 2020. We are a registered charity with the ACNC. We are proudly non-partisan and entirely privately funded through philanthropy, grants, partnerships and supporter donations.

By contributing your time and expertise in a leadership role with AP4CA, you can make an impactful contribution to solving the climate challenge, develop valuable skills, experience and connections, and join like-minded people who are committed to securing a safe future for all children.

About the Board

The Board supports the work of Australian Parents for Climate Action and provides mission-based leadership and strategic governance. While day-to-day operations are led by our chief executive officer (CEO), the Board-CEO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Service on AP4CA's Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.

Our Board is currently comprised of five Non-Executive Directors including three founders (one of them being the Chair), and supported by an experienced Company Secretary and Treasurer. Our Directors have a mix of valuable skills and levels of previous board and executive experience. We pride ourselves on our warm, collaborative culture and passion for our mission.

Our board has been on an exciting trajectory, and, guided by the Chair, is navigating the transformation from an operational, founding board to a governance board. We are well on our way, with skilled board members, many established procedures and others in our sights, and recently established Board Committees (Governance & Risk, Finance & Audit, Fundraising, Strategy, and HR, Policy and Culture). Our new organisational 3 year strategic plan anticipates significant funding growth to allow the expansion of our staff team from its current 2.5 FTE capacity. Achieving this will relieve board members - including the Chair - of some of the more operational aspects of the role and associated time commitments.

About this Position

We are currently seeking a sixth Director in 2022 and another in 2023 to expand and strengthen our Board. We are concurrently seeking a new Chair to free up our founding Chair to spend more time on family matters - the position description is available on Ethical Jobs and at www.ap4ca.org/jobs. The founding Chair will remain an active Director with a strong relationship with the Board and staff.

As a Board Director and working with the Board Chair and Committees you will be responsible for:

- The effective governance and strategic direction of AP4CA, in accordance with the objectives of AP4CA's constitution and strategic plans
- Supporting the Board's transition from an operational to a governance board

- Being informed of, and meeting, all legal and fiduciary responsibilities
- Working with the Board and Committees to
 - approve and monitor AP4CA's annual budget, audit reports, and material business decisions
 - manage risk and internal compliance, controls and policies
 - recruit Board members, when required
- Participating in periodic planning sessions
- Serving as a trusted advisor to the CEO as they develop and implement AP4CA's strategic plan and organisational culture
- Acting as an ambassador for the organisation, including at occasional in-person and online events
- Actively supporting AP4CA's fundraising by engaging with our fundraising campaigns, introducing and stewarding potential funders, and making philanthropic contributions commensurate with personal capacity.
- Consistent attendance and active engagement at Board meetings (currently bi-monthly) and Committee meetings, with associated preparation and follow-up
- Partnering with the CEO and other board members to ensure that board resolutions are carried out
- Chairing or serving on at least one board committee and occasionally taking on other assignments as required
- Contributing to semi-annual performance evaluations of the CEO; contributing to the CEO recruitment or dismissal process if required
- Participating in periodic consultations with the Chair on your role and performance
- Supporting AP4CA's commitment to a diverse board and staff that reflects the communities we serve

Skills and experience

This is an extraordinary opportunity for an individual who is passionate about AP4CA's mission and who has a track record of board leadership and proven success in business, philanthropy, or the nonprofit sector. Their accomplishments will allow them to attract other well-qualified, high-performing Board Members.

The skills and attributes required of any one Director may vary from time to time depending on the collective skills and attributes of the Board. To complement our existing Directors, the following skills and attributes are sought in our new Director/s:

Essential

- Demonstrated success as a board member, ideally for a not for profit or environmental organisation
- The ability and willingness to devote the necessary time to the role of Director on a developing board
- Personal qualities of integrity, credibility and a spirit of nurturing and collaboration
- A commitment to and understanding of [AP4CA's beneficiaries, mission and values](#), preferably based on experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals

- Excellent written and oral communication skills, and competency with digital tools including google docs, slack and zoom
- Skills and capacity to contribute to or Chair at least one Board Committee
- A proud commitment to our non-partisan, relationship-building approach and our conflicts of interest policy (see below).

Desirable - one or more of the following:

- Enthusiasm and capacity to be actively involved in fundraising for AP4CA, with a proven background and/or networks
- Potential to engage your networks of influence as partners, donors or champions, particularly strategic and diverse parenting, community and suburban and regional organisations or communities
- Graduate of Australian Institute of Company Directors qualification or equivalent
- Experience in deep engagement with influential decision-makers, advocacy or policy
- Experience in strategic campaigning and community organising
- Strengths in HR and nurturing positive organisational culture
- Strengths in marketing, communications and media.

Board terms

AP4CA's Board Members will serve a three-year term before being eligible for re-appointment. The total time commitment expected from Directors is at least 10 hours per month.

Board meetings are held bi-monthly and committee meetings are typically held on alternating months (some more frequently). Each Director sits on or chairs at least one Board Committee, and participates in annual or bi-annual planning sessions. Attendance is encouraged at occasional online and in-person stakeholder engagement events.

Participation is largely remote, via zoom, google documents, slack and other remote work tools, due to our intentional geographic spread. You will use your own internet connection, computer and work space.

Conflict of Interest Note

Board and Committee members fill out a confidential conflicts of interest register including regarding:

- Investments: we aim that we do not support or profit from the fossil fuel industry.
- Political affiliations: to maintain our non-partisanship, AP4CA board members are not currently serving politicians and are preferably not members of political parties.

How To Apply

Please email your CV or LinkedIn profile with employment history, and a two-page application outlining your suitability for the position and addressing the selection criteria, using the subject line: Board Director Application to jobs@ap4ca.org. Applications close at 5pm AEDT, Wednesday 19 October, 2022.