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| <b>Role Title</b>     | <b>QPP Board President</b>                    |
| <b>Organisation</b>   | Queensland Positive People Incorporated (QPP) |
| <b>Length of Term</b> | 24 months                                     |

| <b>Primary Purpose of Role</b>  |  |
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| <p>The Board President is responsible for leading and managing the meetings and affairs of the Board and is the public face of the organisation to its community and broader stakeholders. The President sets the overall annual committee plan, assists the committee to prioritise its goals and keeps the committee focused by working within the overall management framework. At the operational level, the major function of the President is to facilitate effective meetings and organisational activities.</p> |  |
| <b>QPP Values</b>   |  |
| <b>Diversity</b>  | <ul style="list-style-type: none"> <li>We value and celebrate our diverse community and we welcome the opportunity to walk with others, hear different voices and break down barriers.</li> </ul>  |
| <b>Equity</b>   | <ul style="list-style-type: none"> <li>We recognise that each person is an individual, and we help provide the resources and opportunities needed to reach a just and fair outcome.</li> </ul>   |
| <b>Quality</b>  | <ul style="list-style-type: none"> <li>We innovate and deliver services founded on best practice, through lived experience, consultation, and research. We strive to be reliably informed to remain accountable.</li> </ul>  |
| <b>Freedom</b>  | <ul style="list-style-type: none"> <li>Freedom for self-determination, this is what enables us to achieve our unlimited potential. We support social transformation through individual and collective engagement, and we uphold the power of people to effect change.</li> </ul> |
| <b>Empathy</b>  | <ul style="list-style-type: none"> <li>We build relationships based on compassion. We do this by demonstrating kindness, respect and by listening, and reflecting.</li> </ul>  |
| <b>Belonging</b>  | <ul style="list-style-type: none"> <li>We recognise the importance of connection, and we build supportive environments that value open participation from people with different ideas and perspectives.</li> </ul>   |

| <b>Accountability</b> | <b>Responsibilities</b>   |
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| <b>Governance</b>     | <ul style="list-style-type: none"> <li>Provide leadership of the Board through: <ul style="list-style-type: none"> <li>The facilitation of accurate information flow to the Board</li> <li>In collaboration with the Secretary and Chief Executive Officers setting the agenda for the matters to be considered by the Board:</li> </ul> </li> <li>Ensure that appropriate standing orders are in place.</li> <li>Operate at all times in accordance with Governance Standards as set out by the Australian Charities and Not for Profit Commission (ACNC).</li> <li>Facilitate the effective functioning of the Board including the management of meetings: <ul style="list-style-type: none"> <li>Chair Board meetings according to standing orders.</li> <li>Rule on issues of meetings procedure not covered in the Standing Orders.</li> <li>Ensure the accuracy of meeting minutes.</li> <li>Report to the Annual General Meeting on the standing of the organisation.</li> <li>Chair General Meetings according to Standing Orders.</li> </ul> </li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Lead the enactment of delegated authority for QPPs governing documents including the Constitution, and governance related policy and guidelines.</li> <li>• Ensure that the organisation’s affairs are conducted with transparency and accountability in an ethically, environmentally, and socially responsible fashion.</li> <li>• Monitor the organisations performance, report progress and align the collective interests of members, stakeholders, Board, management and employees.</li> <li>• Lead the enactment of legal duties:             <ul style="list-style-type: none"> <li>○ Act in good faith and for proper purpose.</li> <li>○ Act with reasonable care, skill and diligence.</li> <li>○ Ensure no improper use of information or position.</li> <li>○ Disclose any conflicts of interest and where appropriate refrain from voting on related matters.</li> </ul> </li> </ul> |
| <p><b>Leadership</b></p>                               | <ul style="list-style-type: none"> <li>• Drive organisational performance to deliver value and benefits to members and community.</li> <li>• Lead and promote the collaborative development of the organisations vision, values and behaviours.</li> <li>• Demonstrate, promote and monitor a collaborative and unified organisational culture.</li> <li>• Oversee and facilitate Board, CEO and other key executive positions recruitment, induction, evaluation reviews, skills development and succession planning.</li> <li>• Ensure sound Board succession planning including strategies to assure the Board is comprised of individuals who are able to meet the responsibilities of members of the organisation.</li> <li>• Oversee the management of elevated critical incidents.</li> </ul>  |
| <p><b>Strategic Direction</b></p>                      | <ul style="list-style-type: none"> <li>• Lead the strategic direction of the organisation and decide upon the organisation’s strategies and objectives in conjunction with the CEO;             <ul style="list-style-type: none"> <li>○ Development and evaluation of the Strategic, Operational and Communication Plans</li> <li>○ Ensure appropriate allocation of resources to achieve planned goals and objectives.</li> </ul> </li> <li>• Lead the monitoring of the strategic direction of the organisation and the attainment of its strategies and objectives in conjunction with the executive.</li> </ul>  |
| <p><b>Financial Governance and Risk Management</b></p> | <ul style="list-style-type: none"> <li>• Lead the monitoring of the financial position and operational performance of the organisation.</li> <li>• Ensure all contractual obligations in relation to grants are reported on accurately and within agreed time frames.</li> <li>• Assure the principal risks faced by the organisation are identified and ensure that appropriate control and monitoring systems are in place to manage the impact of these risks.</li> <li>• Lead the review and approval of the organisation’s internal compliance and control systems and codes of conduct.</li> <li>• Assure that the organisation’s financial and other reporting mechanisms provide accurate and timely information that allow the Board to meet their statutory obligations.</li> <li>• In conjunction with Board approve the organisation’s budgets and business plans.</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>• Monitor major capital expenditures, acquisitions and divestitures, and capital management generally.</li> <li>• Ensure that the organisation’s financial results are appropriately audited and accurately reported on in a timely manner in accordance with constitutional and regulatory requirements.</li> <li>• Oversee the design, implementation and periodic review of all policies, processes and codes necessary for the effective operation of the organisation in accordance with industry best practice.</li> <li>• Lead the management of Board related Conflict of Interests</li> <li>• Participate in the Finance, Risk and Audit Committee.</li> </ul>  |
| <p><b>Strategic Relationships and Communications</b></p> | <ul style="list-style-type: none"> <li>• Cooperate with the CEO and represent the public face of the organisation and views of the Board to its community and broader stakeholders.</li> <li>• Facilitate open and constructive communications amongst Members and encourage their contribution to Board deliberations.</li> <li>• In conjunction with CEO engage in annual review and implementation of the Communications Strategy targeting key political stakeholders and funding agencies.</li> <li>• Promote the organisation to members, service partners and the community as opportunities arise.</li> <li>• Work with the Chief Executive Officer to improve collaborative partnerships with sector public and private organisations.</li> <li>• Oversee member and stakeholder engagement, reporting and information flows.</li> </ul> |

**Board Members are required to obtain the following:**

- National Police Check
- Blue Card
- ACNC Declaration that they are not bankrupt or disqualified from holding a governance role on a Board/committee.
- National Director ID number
- Required Vaccinations

**Personal competencies for this position are:**

- Lived experience of HIV and an engaged understanding of current health and legal policy as it relates to people living with HIV;
- Highly developed communication skills (both written and verbal) with the ability to effectively and confidently speak in public;
- Leadership skills including negotiation and conflict resolution.

**Business competencies for this position are:**

- Knowledge of corporate governance
- Leadership facilitation
- Business acumen

**NOTE: Holding this position may result in public disclosure of your HIV status.**