

## Justice for Refugees SA



### Position Description Management Committee Member

**1 JUSTICE FOR REFUGEES SA** is a non-profit, non-partisan coalition of individuals and organisations advocating for an Australia that treats asylum seekers and refugees with justice and compassion, as befits a civilized society. The organisation is governed by a management committee and draws on a broad base of volunteers, paid consultants, members and the Management Committee itself to achieve its objectives. J4RSA seeks to focus its attention on changing policy and increasing community awareness around issues faced by refugees and people seeking asylum. We have one paid part-time staff member.

**2 OUR MANAGEMENT COMMITTEE MEMBERS** are:

- Deeply committed to the welfare of refugees
- A diverse group of people with the skills to govern, develop and grow a not-for-profit organisation... and to campaign (see our skills matrix)
- Able to communicate about these issues to their communities and beyond to the public
- Able to offer at least 4 hours a month beyond the time it takes to prepare for monthly meetings (reading papers, presenting) and the time the meetings themselves take.
- Willing to lead a core governance or management function or a project linked to our agreed plans for the period
- Demonstrate an ability to contribute to achieving strategic outcomes
- Able to 'add value' to the Project Coordinator
- Able to think and plan strategically
- Knowledgeable regarding governance
- Knowledgeable regarding human services policies and the current social policy directions of Australian Governments

Nominations for the Management Committee close on 13th November, 2018. For a full paper on all the details of the Management Committee, please use the following link:

### 3 OUR CULTURE

#### Meetings

Are a great use of people's time, warm, respectful and serious in their consideration of the best use of Justice for Refugees' resources.

Committee members arrive well prepared and on time, and miss no more than two committee meetings a year.

#### Decision making

- Strategic decisions are taken by the whole committee
- The Executive takes decisions in keeping with their roles and delegations
- Project leads work independently once briefs are signed off by the Management Committee.

### 4 OUR RESPONSIBILITIES ARE

<b>General</b>	On being elected to the Management Committee, undertake induction and training procedures as provided by the Management Committee
<b>Governance</b>	Consider, debate, and vote on issues before the Management Committee on the basis of the best interests of the organisation only
	Comply with the rules, policies, and standing orders of the organisation
<b>Planning</b>	Review and approve the organisation's Strategic Plan and other consequential arrangements (Business Plan, Marketing Plan, etc)
<b>Meetings</b>	Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence
	Where Management Committee papers are circulated in advance of the MC meeting, read papers and consider issues before the meeting
	Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate
<b>Administrative &amp; Management</b>	Serve on Management Committee subcommittees as required
	Review and approve the organisation's systems for financial control and risk management
	Undertake administrative duties as required
<b>Media</b>	Make comments to the media only as provided in the organisation's Media Policy
<b>Promotion</b>	Promote the organisation in the community as opportunities arise
<b>Fundraising</b>	Participate enthusiastically in any fundraising approved by the Management Committee
<b>Legal &amp; Ethical</b>	<b>Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation</b>
	<b>Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation</b>

	If they have any direct or indirect pecuniary interest in any contract with the organisation, inform the Management Committee immediately
	If they have any direct or indirect pecuniary interest in any contract with the organisation, not vote in the Management Committee on that issue
	If they have any non-pecuniary conflict of interest in any matter before the Management Committee , or believe that the perception of such a conflict might arise, inform the MC immediately and follow the Board’s rulings as to proper procedure
	At all times conduct Management Committee business politely and with consideration for others, without ill feeling, improper bias, or personal animus

Statements in green are statutory responsibilities

## 5 OTHER ROLES AND RELATIONSHIPS

**Coordinator** - The JRSA Coordinator will coordinate J4RSA volunteers to work on key areas as defined by the Management Committee, in order to progress the organisation's objectives of achieving state and federal government, community and media support for a compassionate approach to refugees and asylum seekers. The Coordinator works to the priorities agreed by the Management Committee linked to annual planning. (refer also Coordinator PD and contract)

**Executive** – Chair, Treasurer and Secretary. The expectations of these roles are consistent with the [role descriptions](#) set out by the Institute of Community Directors.