

**About GCH:**

Grampians Community Health (GCH) is a not-for-profit Company and operates as a registered Community Health Centre under the Health Services Act.

Established in 1985, GCH has become the leading community health provider across the Grampians and Wimmera regions.

Expanding from a small counselling and community development service GCH now employs a combined team of over 200 staff and an active team of 65 volunteers.

GCH provides a broad range of primary health care, therapeutic and community support services in the local government areas of Rural Cities of Ararat and Horsham and the Shires of Pyrenees, Northern Grampians, Southern Grampians, Central Goldfields, Yarriambiack, West Wimmera and Hindmarsh. GCH's five primary sites are in Horsham, Stawell, St Arnaud, Warracknabeal and Ararat.

GCH believes everyone should have the opportunity to be a healthy, safe and valued member of their community. GCH provides a safe, flexible, inclusive and respectful environment that values a person's culture, beliefs, values, gender identity and capacity.

GCH delivers frail aged, disability and youth services, and programs addressing drugs and alcohol, family violence, homelessness, community mental health, health promotion, community inclusion, chronic disease management and gambling counselling. GCH is a registered provider under NDIS and My Aged Care. GCH is fully accredited against the Quality Improvement Council- Health and Community Services Standards, Commonwealth Aged Care Standards, Mental Health and state DHHS standards.

GCH works collaboratively and has many partnerships for the delivery of services and programs.

The way in which GCH undertakes its work is important. We work in the context of governance, service quality, and accountability provided in legislation, policy and agreements.

GCH is committed to model the highest professional and ethical standards in all aspects of its work. In addition, GCH will be guided by the values of Empowerment, Professionalism, Inclusion Compassion, and Courage.

**About the GCH Board:**

Board members steer GCH towards a sustainable future by adopting sound, ethical, legal governance, and financial management policies.

While the CEO and staff run the day-to-day activities of the organisation, board members provide foresight, oversight, and insight, making sure that the services provided meet the quality and safety that our community deserves.

**Directors:**

Board members are required to become registered members of GCH. In accordance with the Corporations Act 2001 and GCH's Constitution the Board is comprised of between 5 and 12 elected and appointed members. The Board will internally appoint a Board Chairperson, at least one Deputy

Chairperson and a Board Treasurer as its office bearers. GCH Board of Directors meets six times per year. The Annual General Meeting is usually held in November each year. The operational management of GCH is delegated to the Chief Executive Officer (CEO).

### **Committees:**

There are three Board committees that Directors can choose to be appointed to;

- Finance and Risk Committee (F&RC) is chaired by the Board Treasurer, meeting 11 times per year.
- Quality and Clinical Governance Committee (Q&CG) is chaired by an Executive Representative of the Board, meeting 6 times per year.
- GCH Consumer Advisory Committee, one Board member is appointed to attend and chair the quarterly meetings.

### **Role of the Board:**

- Oversee the performance of GCH and is held to be ultimately responsible for all aspects of the organisation's activities.
- Set the vision, strategy, and direction of the organisation.
- Have ultimate accountability for the delivery of safe and quality services and effective management practices.
- Employ the CEO, performance manage and plan for their succession.
- Identify and monitor the management of financial, operational and contractual compliance risk requirements of GCH.
- Maintain high ethical standards of operation.
- Establish key financial objectives and monitor the annual budget with appropriate financial and audit processes.
- Ensure that GCH is accountable, responsive, accessible to the local community and linked effectively with other local service providers; and
- Function as Key Personnel when required by legislative and funding sources.

### **Expectations of Directors:**

- Be aware of applicable legislation and regulations.
- Commit the time required to fully exercise the duties required of the position to:
  - Attend and contribute to monthly board meetings (usually held in the evening, Directors are expected to participate in 66% of Board meetings in a 12-month period)
  - Participate ad-hoc committees or working groups.
  - Review agenda items, board papers and meeting minutes
  - Participate in other processes as required (e.g., Strategic Planning, Board evaluation, site visits)
- The ability to effectively engage and communicate at a high level with community networks, key stakeholders and health providers.
- A willingness to grow and develop the skills required to govern a professional community organisation.
- Provide constructive challenge and oversight - have curiosity to ask questions and the courage to persist in asking, and to challenge management and fellow board members where necessary.

In addition to the above, in serving as a GCH Board Director, Board Directors agree to:

- Diligently comply with the provisions of the Corporations Act 2001 and all other relevant legislation
- Work within the suite of policies and procedures of GCH, as well as the vision, purpose and values of the organisation
- Take reasonable care of the safety and health of yourself and other persons who may be affected by your acts or omissions.
- Promote respectful relationships and gender equality within the workplace and in our communities. GCH has a culture of zero tolerance of violence against women.

### **Remuneration:**

GCH director positions are voluntary. All reasonable cost incurred by a director in providing their services to GCH will be reimbursed at their request.

### **Professional Development:**

Directors will have the opportunity to undertake Board professional development in line with a professional development plan prepared and endorsed by the Board Chairperson.

### **Key Selection Competencies:**

All applicants are required to demonstrate knowledge and understanding of the following concepts:

- Professional Director Skills
  - The ability to think strategically and to contribute effective guidance in the context of the strategic objectives of GCH.
  - The ability to identify key risks to the organisation in a wide range of areas.
  - The ability to understand financial reports and interpret the financial health of the organisation.
- Health Sector Skills
  - A knowledge of the healthcare system, relevant government healthcare policies and priorities
- Culture
  - The ability to identify key issues for GCH and develop appropriate policies to define the parameters within which the organisation should operate.
- Contribution
  - The role of the Board, its relationship to management and the accountability mechanisms for the organisation
- Governance
  - Knowledge of contemporary best-practice corporate governance

GCH desires Directors with these additional attributes:

- Professional Director Skills
  - Knowledge, experience and networks in health including health policy, community health and wellbeing, health planning, resource allocation, current State and Commonwealth health priorities and client directed funding.
  - Demonstrated acumen in business development, particularly relating to not-for-profit organisations and the health and community sector more broadly.

- Health Sector Skills
  - Knowledge and experience in clinical leadership, practice and governance, safety and quality standards of service delivery in primary health care.
- Culture and Inclusion
  - In achieving a safe and respectful environment for all people, GCH welcomes Directors who are Aboriginal and Torres Strait Islander people, and diversity including languages, social circumstances, ability, ethnicity, sexual orientation, gender history, health status and age.
- Contribution
  - Relevant and contemporary experience and knowledge not-for-profit organisations or community health.
- Governance
  - Previous experience at board level, strong governance skills and strong financial skills.

Please Note:

- It is a mandatory requirement that all Board Members are required to have a Police Check, Working with Children Check, NDIS Screening Check, Bankruptcy Check and hold an Australian Directors number.
- GCH Board Directors are required to attend three (3) Board meetings in a calendar year either in person or by videoconference.
- Applicants will participate in an interview and reference checks prior to a recommendation to the Board to enable Directors to lodge any exceptions to the appointment.