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| **Position Title** | Board Member |
| **Status** | Volunteer   * This position is unpaid but approved travel costs are reimbursed. |
| **Benefits** | * Pursue your passion for financial and consumer rights. * Contribute to justice for West Australians, especially those who are vulnerable and marginalised * Collaborate with a great team * Know that your work strengthens our crucial advocacy for fair laws and systems * Support the community and not for profit sector |
| **Time required** | Board members prepare for and attend monthly board meetings. Some may also work on subcommittees relating to their area of expertise.   * Total time commitment does not exceed 5 hours/month |
| **Commitment** | Board members make a commitment to CCLSWA for a minimum of two years and may stand for re-election for 4 cumulative terms. |
| **Applications close** | 5:00PM AWST, Mon 12th September 2022 |

**About us**

The Consumer Credit Legal Service WA (CCLSWA) is a specialist community legal centre which has been championing the financial and consumer rights of Western Australians for over 30 years on credit, debt and consumer law issues.

We focus on five core areas of work:

1. Telephone Advice Line (TAL)

We ensure people in Western Australia are treated fairly in the financial marketplace by providing free, confidential legal advice through our Telephone Advice Line (TAL) on (08) 9221 7066. We provide advice which allows callers to understand their legal rights and take steps to manage their issue.

1. Free legal representation to vulnerable and disadvantaged West Australians

We assist clients with consumer or financial issues whose vulnerability or disadvantage means that they would have difficulty accessing justice without our support. We prioritise people who are multiply marginalised and also work with clients whose issues are especially grievous.

1. Community legal education (CLE) on consumer and financial law for the general public.

We work with all members of the community and prioritise education for marginalised groups such as members of the CALD community, FDV victim survivors, First Nations people and Seniors. Our education is: preventative; empowers participants to understand their rights and avoid financial pitfalls; and raises awareness of our service for use in the event of issues relating to consumer and financial law.

1. CLE for other service providers.

We help other service providers, including financial counsellors, staff at other community legal centres and community support workers, to understand and support their clients’ financial rights. This multiplies the efficacy of our work allowing us to punch above our weight and reach many more Western Australians who need our service.

1. Voice for change.

We closely monitor the consumer and financial law issues that come up for our clients and on the TAL, scanning them for systemic problems and gaps in the law. We engage with stakeholders at a national and state level to advocate for law reform and policy change to improve access to justice for all.

**Purpose and Context of the role:**

A voluntary skills-based board governs CCLSWA. The Board sets the strategic direction of the organisation and provides guidance and oversight. It also monitors CCLSWA’s progress according to agreed priorities and planned activities.

This is an exciting time to join the board as CCLSWA is currently going through a period of change and development. For the first time since our foundation in 1991 we are developing our service model and rebranding the organisation.

CCLSWA’s five core areas of work are more critical than ever for West Australian’s facing increased financial pressures including mortgage interest rate increases and a rising cost of living. This brings opportunities for the organisation to meet the needs of more West Australians than ever before and the chance to strengthen recognition of CCLSWA as the key organisation representing financial and consumer rights in WA.

**Key responsibilities**

* Actively participate and contribute constructively to the productivity and outcomes of board meetings.
* Provide a clear and viable direction for the organisation, agree on priorities and oversee the development of an organisational plan
* Oversee the development of an annual budget and ensure the solvency and financial viability of the organisation.
* Keep informed about the organisation’s business and make decisions on key issues.
* Declare conflicts of interest and act in accordance with the Code of Conduct.
* Act as a spokesperson for the organisation when requested by the Committee.
* Sign letters or documents on behalf of the Association as required.
* Exercise delegation of authority and expenditure as determined by the Committee.
* Establish clear expectations for performance of all Committee members, staff and volunteers.
* Establish accountability and reporting processes for Committee members and staff.
* Ensure that appropriate systems are in place for recruitment and the performance appraisal and management of staff.
* Monitor the implementation of plans, budgets, policies and decisions and be able to recognise and take action when these are not implemented in an agreed way.
* Ensure sound risk management is in place by establishing and monitoring a risk management plan, including appropriate insurance cover.
* Ensure compliance by the organisation with legislation, contracts and any other legal obligations.
* Ensure the organisation meets the requirements specified in its Constitution and Associations Incorporation Act 2015 (WA).
* Ensure that the policies and procedures as set down are followed.
* Oversee the signing of contracts.
* Monitor the performance of the Committee.
* Monitor the performance of the organisation and take action to ensure the organisation performs to its capacity and meets its contractual obligations.
* Ensure that the Committee is sustainable over time and that succession is well planned.
* Address any conflicts of interest within the Committee and across the organisation.
* Ensure that membership and community support is maintained.

**Requirements for the role**

* Deep interest in financial and consumer rights and a passion for making these accessible to all in the West Australian community
* Sound understanding of governance in the not-for-profit environment
* Previous leadership experience in the community services sector
* Ability to lead organisation wide strategic planning
* Availability to attend monthly committee meetings on the 3rd Tuesday of the month and participate in subcommittees as required.
* Membership of CCLSWA
* Must not be excluded from being on the Board as per Associations Incorporation Act 2015
* Volunteer National Police Certificate

**Application Process**

Please visit our website and view the board page (https://cclswa.org.au/category/board/) where you will find a link to complete the Expression of Interest form, attach your resume and submit.

You will receive an automatic reply confirming that your EoI has been received. Shortly after that CCLSWA General Manager, Bev Jowle will contact you to discuss your application. Successful applicants will be invited to join CCLSWA before the 19th September and nominate for the CCLSWA Board before our AGM on Thurs 20th October 2022 .