



NT Working Women's Centre

## **NTWWC COMMITTEE OF MANAGEMENT INFORMATION PACK AND SELECTION CRITERIA**

*September 2014*

**Who is the NTWWC?** The NT Working Women's Centre (NTWWC) is a community based, non-profit organisation that provides free and confidential advice to women about work related matters. The NTWWC receives funding from the Commonwealth and Northern Territory Governments. The NTWWC provides an accessible, ethical and effective service to empower, support and advocate for Northern Territory working women, in a feminist framework. The NTWWC provides information, advice, referral, representation and community education about work related issues such as pay, working conditions, unfair dismissal, superannuation, discrimination, bullying and sexual harassment. The NTWWC also provides group training sessions to women on topics such as: Women's Rights at Work, Discrimination, and Workplace Bullying. The NTWWC models good employment practices that support work life balance and a family friendly workplace.

***Our Vision is for all Northern Territory working women to have fair, inclusive and sustainable workplaces, where they can participate in and benefit from employment which is free from unfair working conditions, discrimination, sexual harassment and bullying.***

**What is the NTWWC COM?** The Committee of Management (COM), is the legal authority for the NTWWC, which is an incorporated association governed by the NT Associations Act 2012.

**What would my responsibilities be as a COM member?** The COM ensures that the NTWWC complies with all legal requirements, including the NTWWC constitution, the Associations Act, employment laws, and occupational health and safety laws. The COM assists the NTWWC to perform to its best potential, by developing and implementing a vision, a strategic plan and policies. The COM identifies risks and their causes and manages them appropriately. The COM has no operational involvement in the conduct of organization's business activities and delivery of services. Whilst maintaining ultimate responsibility, the COM has delegated authority for the day to day activities of the organization to the Coordinator.

The roles and responsibilities of the COM are to:

- Provide effective leadership by articulating the organization's values, vision, and strategies in a strategic plan
- develop and maintain an organization structure to support the achievement of agreed strategic objectives
- Monitor the performance of the Coordinator
- Approve the annual budget proposed by the Treasurer and monitor monthly expenditure
- Monitor the achievement of the strategic plan and annual budget outcomes

- Establish such sub-committees, policies and procedures as will facilitate the more effective discharge of the organisation
- Ensure that all significant systems and procedures are in place for the organization to run effectively, efficiently, and meet all legal and contractual requirements
- Ensure that all significant risks are adequately considered and accounted for
- Ensure that the NTWWC has appropriate corporate governance structures in place including standards of ethical behaviour and promoting a culture of corporate and social responsibility.

**What support is provided to the COM?** Membership of the Board is a voluntary position. COM members are able to access relevant training opportunities. If you have special needs as a COM member, the NTWWC is committed to supporting you to meet those needs to fully participate.

**What qualifications and skills do COM members need?**

See selection criteria below

**How is the COM constituted?** The NTWWC Constitution provides for a maximum of 7 COM members. There are four office-bearer positions which are elected by the COM: Chairperson, Vice-Chairperson, Treasurer and Secretary/Public Officer. There are three general positions.

**How are decisions made?** The COM aims for consensus decision making, but are happy to vote on decisions when necessary.

**How long is a COM member's term?** COM members hold office for a term of two years, and may serve a maximum of three consecutive terms, after which they must not serve another term for a period of 12 months. Where a COM member is serving a term or consecutive term, their position does not become vacant at the annual general meeting.

**How often does the COM meet?** The COM meets for 2 hours once a month, on the second Monday of the month at 5.20 at the NTWWC Darwin office. Members participate face-to-face (in Darwin), or by phone, skype or facetime for members who live outside of Darwin. Sub-committees meet monthly or bi-monthly for 1 hour.

**How to apply?** Please address the following selection criteria and send them, along with a CV, to Emily Webster ([emilywebster@gmail.com](mailto:emilywebster@gmail.com)) or Golden Noble-Harris ([golden.noble-harris@nt.gov.au](mailto:golden.noble-harris@nt.gov.au))

**Attachments**

*NTWWC COM Selection Criteria*

*NTWWC Strategic Plan*



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*Your expression of interest will be assessed against the following criteria. Please respond to each criteria in your application:*

1. **Commitment:** to the work of NTWWC and to women's employment rights.
2. **Availability:** of approximately 6 hours per month, (includes meeting preparation and attendance at monthly meeting, sub-committee meetings and AGM, as well as participation in email discussions between meetings).
3. **Responsibility:** for being prepared and actively engaged; ie reading COM papers, asking questions, expressing opinions, making informed decisions, and participating in discussion and debate.
4. **Reliability:** follow through on all tasks, responding to emails and RSVPing for meetings.
5. **Respect:** for privacy and confidentiality.
6. **Independence:** acting in the best interests of the NTWWC without giving thought to personal gain. Being aware of, reporting and abstaining from any conflicts of interest.
7. **Connection:** involvement in or membership of particular groups or communities
8. (desirable) **Skills:** Knowledge and skills in one or more areas of Board governance: financial management, risk management, policy, community advocacy, marketing and fundraising, media and public relations
9. (desirable) **Experience:** on other Boards or Management Committees

***Other details to include:***

Please include your name and contact details.

Please let us know if you have any special needs that must be met in order to fully participate on the COM.



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## Northern Territory Working Women's Centre Strategic Plan 2013- 2016

This three year strategic plan will guide the Northern Territory Working Women's Centre activities. It will be complemented by the annual Staff Action Plan.

**Our Vision** is for all Northern Territory working women to have fair, inclusive and sustainable workplaces, where they can participate in and benefit from employment which is free from unfair working conditions, discrimination, sexual harassment and bullying.

**What we do:** The NTWWC provides an accessible, ethical and effective service to empower, support and advocate for Northern Territory working women, in a feminist framework. The NTWWC provides information, advice, referral, representation and community education about work related issues. The NTWWC models good employment practices that support work life balance and a family friendly workplace<sup>1</sup>.

### 1. COLLABORATION AND STAKEHOLDER ENGAGEMENT

1.1 To build and maintain strategic relationships with politicians, bureaucrats, unions and the community to help us achieve our vision

1.2 To build and maintain our reputation as industry leaders advocating for the rights of women at work and for workplace cultural change

### 2. COMMUNITY EDUCATION

2.1 To establish and implement a clear community education framework

### 3. FUNDING

3.1 To ensure ongoing financial sustainability and viability of the NTWWC

### 4. CULTURAL ACCESSIBILITY

4.1 To ensure the NTWWC is accessible and culturally appropriate for Aboriginal and Torres Strait Islander women and caters for Aboriginal and Torres Strait Islander women's needs

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<sup>1</sup> This statement is based on the objects and purposes as found in the NTWWC constitution.

4.2 To ensure the NTWWC is accessible and culturally appropriate for Culturally and Linguistically Diverse women and caters for Culturally and Linguistically Diverse women's needs

## **5. REGIONAL AND REMOTE WORK**

5.1 To explore opportunities for increasing awareness of and accessibility to the NTWWC in remote communities

## **6. STAFF**

6.1 To maintain the status of the NTWWC as a model employer and workplace

6.2 To maximise and maintain our capacity and competency

## **7. GOVERNANCE**

7.1 A well-functioning, enthusiastic and supported COM.

7.2 Effective compliant and transparent risk management.

7.3 Up to date policies and procedures are in place and adhered to.

## **8. SERVICE PROVISION**

8.1 Maintain the provision of an accessible, ethical and effective service to empower, support and advocate for Northern Territory working women, both individually and at the structural level, within a feminist framework.