**Board Role - Deputy Chair**

**Position Description**

**DEPUTY CHAIR (Voluntary)**

[CALD2LEAD](https://www.cald2lead.com/) has been helping transform and strengthen communities since 2019. We work with Culturally and Linguistically Diverse (CALD) communities to fund scholarships and top-quality leadership programs for CALD women leaders.

Join our Board as Deputy Chair to help us make an even bigger difference by driving our strategic goal to double our impact and increase our existing partnership agreements in 2023. With a minimum two-year term this role has a direct pathway and opportunity to transition into a future role as Chair.

CALD2LEAD is an Incorporated Association with a voluntary Board who work together on strategy, governance, fundraising, administration, and delivery. There are currently five members on the Board, and we are seeking an experienced, committed, and self-aware Deputy Chair to effectively develop, deliver, and represent our strategic priorities and scholarships.

Board members at CALD2LEAD have legal and ethical responsibilities to ensure that the organisation delivers on its not-for-profit goals. This includes providing time, compassion, energy, expertise, and insight to committee work and fundraising.

CALD2LEAD is committed to an inclusive culture and encourages applications from people with diverse backgrounds and lived multicultural experience irrespective of gender, disability, ethnicity, generation, and sexual orientation.

**ABOUT THE ROLE**

The Deputy Chair is a voluntary member of the Board and supports the overall governance, management, and strategic direction of CALD2LEAD.

This voluntary role is critical to supporting the work of our organisation and Chair to help fulfil its purpose, objectives, legal and moral responsibilities and requirements consistent with ‘best practice’ governance. CALD2LEAD doesn’t have any employees so the Board also shares responsibility for the operations and volunteer activities of the organisation including engagement, relationships, fundraising, risk management and other activities associated with the purpose of CALD2LEAD.

You will be expected to commit approximately 10-15 hours per month including monthly face-to-face Board meetings, and additional preparation or activities associated with your duties and CALD2LEAD’s purpose and governance. This may include establishing strategies and frameworks to guide and oversee decisions, risk management and performance.

Candidates will demonstrate that they possess qualifications or extensive experience in one or more of the targeted areas of education and leadership development, fundraising and business development, and CALD community service and lived experience.

**KEY RESPONSIBILITIES**

Board Directors have legal responsibilities under common law and statute including duties to:

* Act honestly and in good faith;
* Perform competently by exercising care, skill and diligence in making decisions;
* Act in the best interests of CALD2LEAD; and
* Declare any conflict of interest, actual, potential, or perceived.

Individually, a Board Director must:

* Be diligent, attend Board meetings and devote sufficient time to preparation for Board meetings to allow full and appropriate participation in the Board’s deliberations;
* Respect the confidentiality of information and not disclose to any other person confidential information other than as agreed by the Board or as required by law;
* Participate (as required) in sub-committee work and/or coordinating sub-committees to ensure that all sub-committees operate efficiently and are able to achieve their expected outcomes;
* Keep abreast of CALD2LEAD’s activities and be prepared to offer practical and philosophical suggestions and advice;
* Proactively help position CALD2LEAD in the community and not do anything that in any way denigrates the organisation or harms its public image; and
* Act as a role model, change agent and professional exemplar in all matters concerning CALD2LEAD.

Collectively, Board Directors are required to:

* Set the strategic direction, including developing the vision, mission, purpose, strategic plan and key priorities for CALD2LEAD;
* Govern CALD2LEAD in accordance with policies and procedures;
* Identify and characterise risk relevant to the organisation and ensure there are effective risk management strategies in place;
* Keep informed of organisation stakeholders’ concerns, needs and interests and ensure that these receive proper consideration either by the Board or management;
* Set and monitor performance management expectations for the organisation and its operations; and
* Share equal responsibility for the financial integrity of the organisation and monitor the financial performance and health of the organisation.

**KEY SELECTION CRITERIA**

We are looking for key skills & experience across leadership, business management, strategic and analytical thinking, stakeholder and partnership management.

**ESSENTIAL:**

Purpose and Values Alignment

* A demonstrated passion for and commitment to educating and inspiring the next generation of CALD women leaders.
* An understanding of how leadership development and scholarships can inspire and create a stronger, more diverse and equitable society.

Strategic Leadership and Governance

* Knowledge of the responsibilities of a Non-Executive Director, including an understanding of a Board’s legal, ethical, fiduciary, and financial responsibilities.
* An ability to develop and review strategy through critical thinking and constructive questioning that contributes to the Board’s effective decision making.
* Networks to access government, philanthropy, business or the education sector which can be drawn on to further CALD2LEAD’s purpose and strategy.

In addition to the above competencies, we are seeking applications from candidates who meet at least one of the following priority areas:

* Education and leadership development - an experienced thought leader within tertiary and adult education bringing a deep understanding of the educational curriculum, and operational requirements of leadership programs and courses.
* Fundraising and business development - commercial acumen with a proven track record developing fundraising strategies that scale an organisation’s ability to achieve impact.
* Culturally and Linguistically Diverse (CALD) community service and lived experience - experienced in working with multicultural communities and networks, and deep understanding of culture, protocols, and policy matters relating to CALD communities.

**DESIRABLE:**

* High-level experience in corporate or community governance as a Board Director.
* Financial literacy to analyse financial material presented to the Board and critically assess financial performance.
* Knowledge of the principles and frameworks for effective risk management.
* Experience working with or knowledge of social and philanthropic enterprises.
* High-level stakeholder management skills.

**BENEFITS**

This Deputy Chair role provides an exciting opportunity to help transform and strengthen communities. This is your chance to establish a new role for a two-year term and provides a unique pathway to transition into a future role as Chair. Your challenge is our opportunity. We have a clear strategy to double the organisation’s impact by continuing our scholarship growth and completion, leveraging our multi-year partnership agreements, and expanding our funding contributions.

Your time, compassion, energy and expertise will be rewarded with your own personal development, learning and networking from CALD2LEAD’s multi-year partnerships, scholarships, and mentoring pathways with leaders and organisation’s such as the Institute of Community Directors Australia, Leadership Victoria, the Victorian Multicultural Commission, and the Centre for Multicultural Youth.

CALD2LEAD offers a friendly, flexible and supportive work environment. This is a highly rewarding role for someone passionate about culture, language and the unique satisfaction gained from developing others and influencing change.

**HOW YOU WILL BE ASSESSED**

You will be assessed on how you meet the selection criteria detailed above.

*If you don't meet all the selection criteria but are passionate about CALD2LEAD’s Vision & Purpose and think you can bring value to our Board, please still apply - we'd love to hear from you!*

To ensure the panel can make an informed assessment, please submit a current resume (max 5 pages) and a cover letter (max 2 pages) outlining your interest in joining the CALD2LEAD Board and addressing the key selection criteria.

Please email your application, with at least two references who have knowledge of your work and experience, to [cald2lead@outlook.com](mailto:cald2lead@outlook.com).

The Position Description can be found at [www.cald2lead.com](http://www.cald2lead.com).

For any enquiries, please contact the Board Chair, Stephen Lansdell, at [cald2lead@outlook.com](mailto:cald2lead@outlook.com).

**Applications will be assessed on a rolling basis, so candidates are encouraged to apply as soon as possible and no later than 11:59pm January 28, 2024.**

CALD2LEAD is seeking candidates with diverse backgrounds and experiences. We are an equal opportunity employer and do not discriminate on the basis of race, colour, sex, age, religion, national origin, disability, marital status, personal appearance, disability, sexual orientation, gender identity or expression, family responsibilities, matriculation, genetic information, or political affiliation. We particularly encourage women, people of diverse cultural backgrounds, and Aboriginal or Torres Strait Islander people to apply for this position.

CALD2LEAD is based in Melbourne (with no fixed office); however, applications will be accepted from other locations within Victoria.

Applicants already in possession of a Director Identification Number (Director ID) registered through the Australian Business Registry Service can include it in their application, however please note it is not a formal requirement.