



Position Description

Position title	Non-executive Directors
Location	PCA Families Suite 6, Level 1, 69-71 Rosstown Road, Carnegie, Victoria 3163
Salary	Gratis Pre-approved travel, training, and other expenses
Review Date / Initials	August 2024 WM

Permanent Care and Adoptive Families (PCA Families)

Permanent Care and Adoptive Families (PCA Families) is a not-for-profit carer member-based organisation representing families formed by permanent care, kinship care and adoption in Victoria. Established by parents from this community in 2003, we continue to be guided by the lived experience of our members.

We administer the Department of Families, Fairness and Housing (DFFH) Flexible Funding for permanent carers and the Better Futures/Homestretch Programs for young people. We also provide a helpline, peer support and empower members to advocate for their children and themselves. We deliver a strong voice for members, influencing government and sector policy development.

Our programs and practices include a child-centred and family-focused approach to support strong and sustainable permanent care and adoptive families. PCA Families is governed by an elected Board of up to 9 Directors, including the Chair, that holds expertise and leadership to govern the organisation.

With more than 3,000 members and clients, an annual turnover of \$1.25 million, and a small but dedicated team of staff, PCAF is the peak body for permanent care and adoptive families in Victoria.

PCAF's Purpose and Strategic Intent:

Purpose:

We empower families to provide stable culturally relevant permanent homes for children and young people who cannot live with their birth families.

Our strategic intent is to:

- Aspire to achieve the highest quality in all our work and focus on delivering meaningful outcomes to the people that we serve.
- Work to reduce inequities and ensure that all children, regardless of their order receive the support they need.
- Address what needs to be done to create a service system that works for the people we serve.
- Listen to the voices of those with lived experience and embed lived experience into all that we do; and
- Transform and strengthen the way we work and the value that we deliver to the people we serve.

Key responsibilities of the Board Directors include:

Broadly the PCA Families Board Directors work on behalf of members to oversee the overall business and compliance performance of PCA Families. This includes ensuring that PCA Families implements strategies and supporting policies to enable it fulfill the purposes set out in PCA Families's constitution ([PCAF Inc - constitution](#)) and that PCAF implements systems to enable it to comply with its legal and policy obligations (such as the Corporations Act 2001 and adhering to accounting standards) and ensuring that its assets are protected through appropriate risk management.

Specific responsibilities of PCA Families Board Directors include:

- Implementing, maintaining and (as necessary) refining a system of good governance that is appropriate for PCA Families.
- Regularly reviewing the board's structure and composition, so that these are appropriate for the organisation.
- Driving the strategic direction of PCA Families.
- Working with the CEO to enable the organisation to obtain the resources and funds to implement the organisation's strategic objectives.
- Approving the annual budget, reviewing reports, and monitoring the performance of the organisation.
- Appointing, supporting, and monitoring the performance of the CEO.

<https://www.aicd.com.au/corporate-governance-sectors/not-for-profit/principles/role-of-the-nfp-board.html>

Director duties under the Corporations Act 2001 include, but are not limited to:

- **Care and diligence** - exercise their powers and discharge their duties with the care and diligence that a reasonable person would have if they were a Director of an Association similar to PCAF's circumstances.
- **Good faith** - exercise their powers and discharge their duties in good faith in the best interests of PCAF and for a proper purpose.
- **Use of position** - not to improperly use their position to gain an advantage for themselves or someone else, or to cause detriment to PCA Families.
- **Use of information** - not to improperly use information obtained through the PCA Families Director position to gain an advantage for themselves or someone else, or to cause detriment to PCA Families.
- **Disclosure** - material personal interests must be disclosed in a wide range of circumstances.
- **Insolvency** – prevent insolvent trading by PCA Families by keeping informed about the financial position and performance of the business, ensuring that it can pay its debts on time.
- **Advice** – obtain trusted professional advice when requiring assistance to make an informed decision.

[Not-for-profit director duties \(aicd.com.au\)](#)

Experience

Demonstrated experience in, or knowledge of, one or more of the following:

- Director of a not-for-profit organisation.
- CEO of a similar not-for-profit organisation.
- Growing and diversifying funding in a not-for-profit organisation.
- Working with members and volunteers in a not-for-profit association.

- Understanding of Out of Home Care sector (including permanent care and Adoption) and/or other sectors such as Health, Education and Justice.

Qualifications

Graduate of Australian Institute of Company Directors or equivalent director qualification will be considered favorably.

Additional information

Cultural competency: As an inclusive organisation PCA Families is striving to become culturally competent. All Board Directors and staff are expected to undergo regular cultural competence training as part of their professional development plans.

Child safety: PCA Families is a Child Safe organisation with zero tolerance of child abuse. Appointment is also subject to the successful applicant:

- Holding a current Working with Children Check Card at all times by PCA Families.
- Providing relevant Identity checks (i.e., original passport, or driver's license, or birth certificate sighted)
- Hold a current satisfactory Police Check.
- Agreement to above documentation maintained in PCA Families personnel and Directors files.

[Child safe PCAF organisation policy.pdf](#)

Other key documents:

- PCAF Constitution
[20210224 Permanent Care and Adoptive Families Inc. constitution.pdf](#)
- Board Charter
[Board Charter Final August 2022.pdf](#)
- Code of Conduct
[Code of conduct August 2022 Final.pdf](#)
- Conflicts of interest
[Conflicts of interest Policy August 2022 Final.pdf](#)