



Tasmanian Council of Social Service Inc

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# TasCOSS Board Nomination Pack

September 2023



INTEGRITY  
COMPASSION  
INFLUENCE



## Introduction

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Thank you for your interest in joining the TasCOSS Board.

This pack is designed to assist you with your application by providing relevant information about TasCOSS, our strategic direction, governance and organisational structure, and other information relevant to the TasCOSS Board.

If you would like any further information or a confidential discussion about the role, please contact Adrienne Picone, Chief Executive Officer, on (03) 6231 0755 or [via email](#).

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# 1. About TasCOSS

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Established in 1961, the Tasmanian Council of Social Service (TasCOSS) is the peak body for the community services industry in Tasmania.

TasCOSS represents the interests of our members and their service users to government, regulators, the media and the public. Through our advocacy and policy development, we draw attention to the causes of poverty and disadvantage, and promote the adoption of effective solutions to address these issues.

Our diverse and valued member organisations are central to our work. Our membership includes individuals and organisations active in the provision of community services to Tasmanians on low incomes or living in vulnerable circumstances.

As part of our role, we undertake research and develop social policy to strengthen the Tasmanian community services industry and better support Tasmanians experiencing disadvantage.

TasCOSS is a member of the national Councils of Social Service (COSS) Network, which comprises of all states and territories and the national body, the Australian Council of Social Service (ACOSS), as well as the Tasmanian community services industry peaks network.

For further information about TasCOSS activities and services, please refer to our website: [tascoss.org.au](https://tascoss.org.au).

## ***Contact Details***

**TasCOSS Office:** Level 3, 86 Murray Street, Hobart, TAS, 7000

**Postal Address:** GPO Box 291, Hobart, TAS, 7001

**Phone:** (03) 6231 0755

**Email:** [admin@tascoss.org.au](mailto:admin@tascoss.org.au)

**Website:** [tascoss.org.au](https://tascoss.org.au)

## ***Our Vision***

TasCOSS's Vision is of one Tasmania, free of poverty and inequality where everyone has the same opportunity.

## ***Our Mission***

TasCOSS's Mission is twofold:

- To act as the peak body for the community services industry in Tasmania; and
- To challenge and change the systems, behaviours and attitudes that create poverty, inequality and exclusion.

## ***Our Values***

- *Integrity*— we say what we mean, and we do what we say.
- *Compassion*— we listen, we don't judge or make assumptions.
- *Influence*— we use our influence to make change for good.

### ***Organisational Structure***

The Chief Executive Officer (CEO) is responsible to the TasCOSS Board for the management and operations of TasCOSS. The CEO is supported by the Management Team

The TasCOSS Organisational Chart is also available upon request.

### ***Membership***

TasCOSS is owned by its membership, as outlined in the TasCOSS Constitution.

Further details and our current TasCOSS Membership list are available on the TasCOSS's website:

[tascoss.org.au/members/member-directory](https://tascoss.org.au/members/member-directory).

### ***Strategic Plan (2021-26)***

The [TasCOSS Strategic Plan \(2021-26\)](#) reflects the current work environment (internal and external), organisational aims and advocacy priorities.

TasCOSS's work and key initiatives over the next five years will be guided by three overarching strategic goals:

1. A good life for all Tasmanians;
2. A strong community services industry; and
3. A vibrant organisation.

### ***Annual Report***

The TasCOSS Annual Report 2022/23 is available on our website. Historical Annual Reports are available in the TasCOSS Resources Library.

### ***TasCOSS Constitution***

The [TasCOSS Constitution](#) was approved at a General Meeting on 25 August 2022.

## 2. Role of the TasCOSS Board

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The TasCOSS Board is committed to the principles of good corporate governance and the adoption of ethical conduct in all areas of its responsibilities and authority. The TasCOSS Board will be true to the Mission, Vision and Values of the organisation and on behalf of its TasCOSS Members, ensuring that the objects of the organisation are met.

It is the policy of TasCOSS that the Board as a collective:

- Ensures TasCOSS achieves its set objectives;
- Avoids unacceptable actions and situations; and
- Strongly follows TasCOSS's commitment to social justice.

### ***Board Composition and Term of Office***

The Board consists of a maximum of nine Directors, with up to six Directors elected by the TasCOSS Members, and up to three Directors appointed by the TasCOSS Board. Appointed Directors are appointed at the first meeting of the Board after the Annual General Meeting (AGM).

The term of office for all Directors is three years, at which time they will be eligible for re-election. Each Director cannot serve more than two successive terms.

Please see the TasCOSS website to view current TasCOSS Board Directors: [tascoss.org.au/about/tascoss/board](https://tascoss.org.au/about/tascoss/board).

### ***Board Structure***

In line with good governance principles, the Board believes it is essential for its structure to reflect the need for independence, transparency and flexibility. As such, the structure of the TasCOSS Board comprises of individuals with a range of skills, experience and expertise.

### ***Board Member Remuneration***

TasCOSS will pay out of pocket expenses for Directors engaged in TasCOSS business, in line with the organisation's reimbursement policy.

### ***Board Meeting Purpose***

TasCOSS Board meetings are a legal requirement of the organisation's incorporation and provide Directors with a forum from which to carry out their primary roles of strategic planning and leadership, and ensuring organisation viability.

Board meetings focus on matters of governance, such as broader organisational policy-making and review, progress towards the achievement of strategic outcomes and key results, accountability and compliance, and the financial health of the organisation.

### ***Board Meeting Frequency and Location***

The TasCOSS Board meets at least every second month (bi-monthly), usually six times per year. The meeting dates are set in advance to allow Directors to schedule them.

Board meetings are in-person, but Directors can join online if required.

The majority of Board meetings are held at the TasCOSS Offices (Level 3, 86 Murray Street, Hobart, TAS, 7000). Meetings generally run from 3pm to 5pm. The Board attempts to hold at least two meetings per annum in a region outside of Hobart.

On occasion, the Board will need to meet to deal with business which falls outside the normal quarterly cycle. As much notice time is provided to Directors and the CEO to facilitate quorum attendance.

The Board may pass a resolution without a meeting being held if all the Board Directors entitled to vote on the resolution state in writing (including by email) that they are in favour of passing the resolution.

### ***Time Commitment***

- Bi-monthly TasCOSS Board meetings — 2 hours (12 hours annually)
- Preparation for TasCOSS Board meetings — 2 hours (12 hours annually)
- Monthly TasCOSS Board Sub-Committee meetings — 1 hour (12 hours annually)
- TasCOSS Board planning meetings — 5 hours annually
- TasCOSS AGM — 1 hour per annum
- Attendance at TasCOSS events — up to 10 hours per annum

### ***Board Director Primary Duties***

Board Directors are expected to demonstrate their commitment to the organisation by attending all Board meetings.

Board Directors may be requested to formally represent the organisation by sitting on external committees, participating in consultation processes, or attending delegations to politicians or government officers.

All Board Directors agree to abide by the TasCOSS rules and commit to the objectives of TasCOSS, as outlined in the TasCOSS Constitution.

### ***Role of President and Vice President***

The President of the Board has special responsibility for providing leadership. This leadership role includes ensuring that the Board is focussed on the business of the organisation, that meetings are conducted properly and that an accurate record is kept of these meetings.

The President also acts as the official representative of the organisation and acts on behalf of the TasCOSS Board and/or the organisation in emergency or urgent situations.

The Vice President has two main responsibilities:

- To support and assist the President in carrying out their role; and
- To deputise for the President if they are not able to carry out their role.

### ***Role of Treasurer***

The Treasurer has responsibility for overseeing the financial management of the organisation and must make sure that the organisation is working within an agreed financial plan.

The Board collectively shares responsibility and decision-making, and it is an important part of the Treasurer's role to ensure that other Board Directors understand the information that is being presented and the implications of this information.

The appointment of a Treasurer does not absolve the Board of any part of either body's responsibilities. Rather, the Treasurer's role exists to provide additional support, beyond the responsibilities of the Board and Executive.

### ***Public Officer***

The Public Officer is the holder of all TasCOSS records, including TasCOSS Member records, and is the point of contact between the organisation and the relevant statutory authorities for that purpose. Specific duties and responsibilities are outlined in the TasCOSS Constitution. The Public Officer for TasCOSS is the CEO.

### ***Board Sub-Committees***

The Board carries out certain duties by delegation to Board Sub-Committees, which comprise of Board Directors with interest and expertise. Each Board Sub-Committee has a Terms of Reference clearly defining their role, responsibilities and function, and the extent of their authority. The function of the Board Sub-Committees is to advise and make recommendations to the Board. Current TasCOSS Board Sub-Committees are:

- Governance Sub-Committee
- Finance and Audit Sub-Committee
- CEO Performance and Remuneration Sub-Committee
- Nominations Sub-Committee



## 3. About You

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### ***Selection Criteria***

In addition to demonstrated experience and understanding of the community services industry, we are looking for Directors with the following skills sets:

- Legal and Regulatory; and/or
- Financial Management.

The successful applicant will demonstrate:

1. Skills and experience or a desire to invest in developing skills in contemporary corporate governance practices, including financial literacy.
2. A good understanding of a Board Director's duties and responsibilities in the community services industry.
3. Strategic-based business acumen.
4. Alignment to the TasCOSS Mission, Vision and Values.

The following personal attributes are highly desirable:

5. A genuine interest in the community services industry and social justice.
6. To qualify as a Responsible Person under the Australian Charities and Not-for-Profits Commission Act 2012.
7. A strong reputation for personal and professional integrity.
8. Independent judgement and decision-making.
9. Capacity to devote energy and time to the role.

### ***Applying for the Position***

Applications are invited from candidates who meet the essential skills and expertise, and personal attributes. Please submit your application in written form (no more than two pages) addressing the Selection Criteria to the Public Officer via email ([ea@tascoss.org.au](mailto:ea@tascoss.org.au)) no later than **9am, Monday 18 September 2023**.

If you would like a confidential discussion about the role, please contact Adrienne Picone, Chief Executive Officer, on (03) 6231 0755 or [via email](#).

### ***Outcome of Application***

Selected applicants that meet the selection criteria will be invited to an interview with the Nominations Committee.

Interviews will take place on Tuesday 26 September 2023 and Wednesday 27 September 2023. Following the interview, successful nominees will be recommended to the members for election to the TasCOSS Board. The election will occur between Friday 29 September 2023 and Sunday 20 October 2023 and new Board Directors will be announced at the TasCOSS AGM on Wednesday 25 October 2023.