



Tasmanian Council of Social Service Inc

TasCOSS Board Applicant Information Pack

August 2024



INTEGRITY
COMPASSION
INFLUENCE



Introduction

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 Georgie Ibbott, TasCOSS Board President, on 0418 570 933 or [via email](#).

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1. About TasCOSS

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.

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

Website: 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 to:

- Act as the peak body for the community services industry in Tasmania; and
- 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 Deputy CEO and the Leadership 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.

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 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

The TasCOSS Board ('the 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 Board will be true to the Mission, Vision and Values of the organisation and on behalf of its TasCOSS Members:

- Ensures TasCOSS achieves its set objectives;
- Avoids unacceptable actions and situations; and
- 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 Board. Appointed Directors are appointed at the first meeting of the Board after the Annual General Meeting (AGM).

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

Please see the TasCOSS website to view current [Board Directors](#).

Board Structure

In line with good governance principles, the Board believes it is important to reflect independence, transparency and flexibility members demonstrating 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

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 Board meets at least every second month (bi-monthly), usually on a Wednesday from 3pm to 5pm. The meeting dates are set in advance for the year

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

Board meetings are generally held at the TasCOSS Offices (Level 3, 86 Murray Street, Hobart, TAS, 7000). The Board attempts to hold at least two meetings outside Hobart each year.

On occasion, the Board will need to meet to deal with business which falls outside the normal meeting cycle. As much notice as possible 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 Board meetings — minimum 2 hours (12 hours annually)
- Preparation for Board meetings — minimum 2 hours (12 hours annually)
- Monthly Board Sub-Committee meetings — minimum 1 hour (12 hours annually)
- Board planning meetings — minimum 5 hours annually
- TasCOSS AGM — minimum 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 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 CEO.

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 Board Sub-Committees are:

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

3. Position Description

The Tasmanian Council of Social Service (TasCOSS) is the peak body for the community services industry in Tasmania. We advocate to challenge and change the systems, behaviours and attitudes that create poverty, inequality and exclusion, to ensure all Tasmanians have the same opportunity to live a good life.

For more information, please refer to the [TasCOSS website](#).

Position Summary

The TasCOSS Board leads the work of TasCOSS and provides leadership and strategic governance, in partnership with the CEO who is responsible for day-to-day operations.

Board responsibilities include:

- Overseeing the development and implementation of the [TasCOSS Strategic Plan \(2021-26\)](#);
- Reviewing outcomes and metrics for evaluating TasCOSS outcomes and impact, and regularly measuring its performance and effectiveness using those metrics;
- Approving TasCOSS's budget, audit reports, and material business decisions;
- Being informed of, and meeting all, legal and fiduciary responsibilities;
- Annual performance evaluation of the CEO;
- Serving on Board Sub-Committees;
- Representing TasCOSS to stakeholders, as required; and
- Ensuring TasCOSS's commitment to a diverse board and staff that reflects the communities TasCOSS serves.

Board Terms/Participation

TasCOSS's Board Directors will serve a three year term and are eligible for re-election/re-appointment for one additional term. Board meetings will be held at least every two months and Board Sub-Committee meetings will be held in coordination with full Board meetings.

Selection Criteria

This is an opportunity for an individual committed to the Mission, Vision and Values of TasCOSS with a record of board leadership. Directors will have achieved leadership stature in business, government, philanthropy or the community services industry.

Ideal candidates will have the following qualifications:

1. Extensive professional experience and achievements in business, government, philanthropy or the community services industry.
2. A commitment to and understanding of TasCOSS's stakeholders, preferably based on experience.
3. Deft diplomatic skills and demonstrated ability to cultivate relationships and build consensus among diverse groups and individuals.

4. Personal qualities of integrity and credibility, and a commitment to improving the lives of Tasmanians living in poverty or experiencing disadvantage.
5. Skills and experience in legal and regulatory; financial management, accounting and audit; Council of Social Service (COSS) or community services peak body; and/or current community services industry knowledge and experience.

Service on TasCOSS's Board of Directors is without remuneration, except for administrative support, travel and accommodation costs in relation to Board duties.

Application Process

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, Adrienne Picone, via email (ea@tascoss.org.au) no later than **9am, Friday 16 August 2024**.

If you would like any further information or a confidential discussion about the role, please contact Georgie Ibbott, TasCOSS Board President, on 0418 570 933 or [via email](#).