



Tasmanian Council of Social Service Inc

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# TasCOSS Board Applicant Information Pack

August 2025



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 Georgie Ibbott, TasCOSS Board President, on 0418 570 933 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](http://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](http://tascoss.org.au)

## ***Our Vision***

One Tasmania, free of poverty and inequality where everyone has the same opportunity

## ***Our Purpose***

Together, we challenge and change the systems, behaviours and attitudes that create poverty, inequality and exclusion to ensure all Tasmanians have equal opportunity to live a good life.

## ***Our Values***

- We are committed to creating a Tasmania where everyone can live a good life.
- We believe no one should live in poverty and that everyone should be treated with dignity and respect.
- We value diversity and work inclusively and collaboratively.
- We are committed to working towards reconciliation and a treaty with the Tasmanian Aboriginal community.
- We want a sustainable and healthy future for our communities.

### ***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 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](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 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 2023/24](#) 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 ('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 Purpose, 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 Thursdays 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.

### ***Board Commitment***

Broad overview of face-to-face meeting attendance commitments for TasCOSS Directors:

- Bi-monthly Board meetings
- Monthly Board Sub-Committee meetings
- Board planning meetings
- TasCOSS AGM
- Attendance at TasCOSS events

On average, current TasCOSS Directors contribute 10-15 hours per month, including preparation and planning time.

### ***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

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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***

TasCOSS is seeking to recruit up to three Board Directors, who are committed to the Purpose, Vision and Values of the organisation. Directors will have experience in leadership, in business, government or the community services industry.<sup>1</sup>

Ideal candidates will have the following qualifications:

1. Extensive professional experience and achievements in business, government or the community services industry.
2. A commitment to and understanding of TasCOSS's stakeholders, preferably based on experience.

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<sup>1</sup> No sitting political representatives or employees of a government department responsible for the provision of community services (or the funding of non-government organisations) may seek election to the TasCOSS Board.

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 financial management and/or direct service delivery experience within the community services industry.
6. Ability to demonstrate connection and strong understanding of the issues impacting the Tasmanian community services industry.

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, 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](mailto:ea@tascoss.org.au)) no later than **5pm, Sunday 24 August 2025**.

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](#).