



AUSTRALIAN MUSLIM WOMEN'S CENTRE FOR HUMAN RIGHTS
Equality without Exception

AMWCHR Chair - Expression of Interest

Position Title: Board Chair

Location: Melbourne, Victoria

Tenure: 2 years plus eligibility for re-election for 2 further years.

Remuneration: Unpaid role. Small funds are available for annual board professional development.

Who are we?

AMWCHR is a Victoria-based human rights organisation supporting and advocating for the needs of Muslim women in Australia since its inception nearly 30 years ago.

Our Vision

We work to achieve *Equality without Exception*. We advocate for the rights of all Muslim women through our programs, casework, research, publications and consultancy.

Our Purpose

We work for the rights of Muslim women in Australia by:

- Empowering women's self-determination
- Bringing a human rights approach to bear on issues of inequality and disadvantage
- Working with individuals, communities and government to advocate and educate for equality within the Australian context.

We do this through:

- Working with any woman who identifies as Muslim, accepting diversity in thought and practice
- Developing and delivering programs and services which achieve our purpose
- Providing counselling and practical support, including information and referral services
- Empowering Muslim women, by, for example, increasing self-confidence, self-esteem, independence and education
- Raising awareness and informing Muslim Women, the community, social welfare services, the government and other relevant bodies of the issues facing Muslim Women, their causes and ways to assist
- Assisting other service providers to achieve better outcomes for Muslim Women



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Values

- Equality
- Integrity
- Respect
- Leadership
- Social Justice
- Compassion
- Collaboration

Chair responsibilities:

- Provide collaborative leadership and direction to the board; ensuring effective board culture to achieve shared AMWCHR objectives
- Set the board agenda for each meeting in consultation with the CEO and Secretary
- Chair board meetings and other relevant meetings and functions, to ensure that the board is well informed and effective in accordance with AMWCHR's Constitution
- Ensure board members receive agenda and minutes in a timely manner and that the information provided to the board is relevant, accurate and sufficient
- Facilitate constructive, collaborative and open communications amongst board members and encourage contribution to board deliberations
- Liaise with the CEO as the conduit between the board and the executive management
- Establish and maintain an effective partnership with the CEO - build positive rapport and foster a collaborative relationship with the CEO
- Oversee CEO's performance, including preparing an annual appraisal of the CEO
- Promote AMWCHR's vision and mission including (but not limited to) advocacy, fundraising, media and community engagement
- Ensure the board has adequate understanding of AMWCHR's financial position, strategic performance, operations and the opportunities and challenges facing AMWCHR.

All AMWCHR Board member responsibilities:



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The board is responsible for overseeing the organisation in accordance with AMWCHR's constitution, charter and the law. These include oversight of management and operations, development of AMWCHR's strategy in partnership with the Executive team, financial management and governance and risk management. Importantly, board members bring their own authentic, diverse and independent experiences to AMWCHR's decision making process. They exhibit AMWCHR's values and principles to ensure the organisation prospers and fulfils its objectives.

Expectations:

- Commitment to AMWCHR's vision and mission to human rights and equity
- Act in the best interest of AMWCHR irrespective of personal or professional interests or affiliations and in compliance with AMWCHR's Code of Conduct and all other laws and policies
- Communicate in a transparent, professional and respectful manner with the rest of the board and the Executive team which includes the CEO and COO
- Understand the board's role, responsibilities and focus is on strategic goals and its implications rather than operational facets
- Active contribution to the board and organisation to meets its deliverables
- Contribute to the development of organisational governance and policies; and assist the Executive team where required
- Be able to read and understand the financial reports and associated performance reports presented to the board
- Adequately prepare for meetings, including reading meeting papers prior to all meetings and contribute to meeting discussions by actively presenting questions and comments that add importance to the meeting to reach decisions
- Attend all AMWCHR board meetings
- Uphold strict confidentiality with respect to all AMWCHR matters considered by the board
- Commitment to human rights, feminist, person-centred, trauma-informed, diverse and inclusive principles and frameworks



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- Comply with Director's duties as set out by ASIC in the Corporations Act 2001 and in the regulations of the Australian Charities and Not-for-profits Commission Act 2012.

Chair skills and attributes required:

1. Not-for-profit governance; including understanding and experience in not-for-profit board leadership and risk management
2. Strategic planning – experience in contributing to organisational strategic planning
3. Financial literacy – knowledge and experience in organisational financial reporting (including Cash Flow statements, Balance Sheets) and other relevant financial metrics presented to the board to fulfill the organisation's financial obligations
4. Industry knowledge and experience – vast not-for-profit experience including understanding and experience of working with Muslim women in Victoria
5. Qualifications – University level qualifications and at least more than 4 years' board experience in a not-for-profit board, Chair experience preferred. Background and expertise in one (or more) of the following areas:
 - Policy and advocacy
 - Gender and human rights
 - Community engagement
 - Organisational leadership and management, including strategic planning
 - Financial management
 - Donor and fundraising strategies
 - Media and communications engagement
 - Other skills and expertise desired by the board to ensure expertise balance within the board
6. Victorian based and willing to undertake all relevant on-boarding screening including a police and working with children check.

Time commitment



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- The AMWCHR board meets monthly for approximately 2 hours in the evenings via online video conferencing, except in January and Ramadan. Additional face to face meetings are required for Strategic Planning, goal setting and staff meetings
- All board members are required to participate in relevant board committee(s) meetings and/or working groups.

All AMWCHR board members are expected to understand and uphold the AMWCHR's values and principles and integrate them into her work.

We are an equal opportunity employer and encourage anyone who identifies as a Muslim woman to apply.

Make a valuable and tangible difference to the lives of Muslim Women in Australia. **APPLY NOW** by sending your CV and a one page cover letter telling us why you would love to be a part of our organisation. Send your application to:

Dr Anisa Buckley (ayibee@gmail.com)
Acting Chair, AMWCHR

Application deadline: Sunday 28th February 2021