

Non-Executive Board Director

Position Description

The opportunity

Mallee Family Care is seeking expressions of interest to fill one Non-Executive Director vacancy on its Board.

An individual based in the Southern Mallee region, with the following experience, knowledge and skills are ideally sought:

- Not-for-Profit Governance
- Community Sector expertise
- Charitable Funding and Administration
- Research and Policy Development
- Government Engagement
- Financial Expertise

About Mallee Family Care

Mallee Family Care is a community service organisation that has been supporting the communities of northwest Victoria and far west New South Wales since 1979. With Federal, State and philanthropic funding, the agency employs over 300 staff to deliver 70+ programs and services with a commitment to achieving the best outcomes for vulnerable children, young people, adults and families who are facing disadvantage.

Mallee Family Care is a multi-disciplinary organisation that is a registered National Disability Insurance Scheme (NDIS) provider and offers children's and family counselling, mental health support, financial counselling, legal advice, early years support and also delivers numerous child and family service programs, to name a few. In the 2024-25 Financial Year, almost 8,000 clients accessed Mallee Family Care programs.

The agency's catchment spans more than 165,000 square kilometers including the Mildura, Swan Hill, Wentworth, Buloke, Gannawarra, Balranald, Hindmarsh, Yarriambiack, Hay, Loddon, Broken Hill and Central Darling Local Government Areas plus parts of the Riverland in South Australia.

Mallee Family Care believes it is important to support government policy that works to reduce barriers that lead to poverty and expand choice and potential for all members of the community and as such, is a regional leader in advocacy, consultation and research.

We know strong communities are those in which the disadvantaged are supported and where opportunities are available to everyone. This is our commitment to make this the reality for the Mallee region.

For more information about the agency visit www.malleefamilycare.com.au and read our [Annual Reports](#).

The Mallee Family Care Board

All Board members must meet Australian Charities and Not-for-profits Commission (ACNC) requirements to be a Board member (Responsible Person). This includes demonstrating that they are not a 'disqualified person' within the meaning of the *Corporations Act 2001* (Cth). Further details are outlined on the [Australian Charities and Not for Profits Commission website](#).

Appointment to the Board is subject to the satisfactory completion of mandatory screenings including:

- Working with Children Check (Vic)
- Working With Children Check (NSW)
- NDIS Worker Screening Check

Board Meetings

Frequency

The MFC Board meets monthly. Eleven meetings are held per year, inclusive of the organisation's Annual General Meeting.

Agenda

Notice of each meeting with a detailed agenda together with supporting documentation will be circulated to the Board Members and other attendees at least five working days before each meeting.

Members must be fully prepared for meetings to be able to provide appropriate and constructive input on matters for discussion.

Quorum

Five members attending constitute a quorum.

Minutes Meeting preparation

The Secretary or delegate must prepare the minutes of the Board meeting.

The minutes will accurately record the resolutions of the Board, key reasons for those decisions (where appropriate) and actions with accountabilities and timings noted.

Meeting preparation

Members are expected to allocate time to read through papers and prepare for Board Meetings.

Board Sub-committees

Board members may be elected to participate in a Board sub-committee. Sub-committee work may take up to two hours per month.

The role of a Non-Executive Board Director

Board members have a responsibility to ensure good governance of the organisation.

Duties include:

- To act with reasonable care and diligence
- To act honestly and fairly in the best interests of the organisation and for its purposes
- Not to misuse their position or information they gain as a Board member
- To disclose any actual or potential conflicts of interest
- To ensure that the financial affairs of the organisation are managed responsibly
- To not allow the organisation to operate while it is insolvent
- Ensure collaboration with key stakeholders and consultation with staff and volunteers who will form an integral part of the strategic planning process
- Ensure that the independent views of each Board member are given due consideration and weight.
- Ensure that all policies and procedures meet the agency's requirements under law
- Oversee the agency, including its control and accountability systems
- Appoint the Chief Executive Officer
- Where appropriate, ratifying the appointment and the removal of senior executives
- Providing input into and final approval of management's development of corporate strategy and performance objectives
- Reviewing, ratifying and monitoring systems of risk management and internal control, codes of conduct, and legal compliance
- Monitoring senior executives' performance and implementation strategy
- Ensuring appropriate resources are available to senior executives
- Approving and monitoring the progress of acquisitions, major capital expenditure and capital divestitures
- Ensure that our stakeholders are provided with an accurate and balanced view of Mallee Family Care's performance including economic, social, environmental and service provision.
- Review its own performance for its own development and quality assurance.

Applications

Expressions of Interest, including a cover letter detailing relevant experience and a current CV should be made in writing, to:

Attention: Teresa Jayet
Mail: PO Box 1870, Mildura VIC 3502
Hand delivered: 122 Ninth Street, Mildura VIC 3500
Emailed to: tjayet@malleefamilycare.com.au

Timeframe

Expressions of Interest close at 5pm on Friday 5 December 2025.

More information

Visit www.malleefamilycare.com.au or contact the Chief Executive Officer Teresa Jayet on 5023 5966 or email tjayet@malleefamilycare.com.au