



Position Description

Position title	Non-executive Directors
Location	PCA Families Suite 6, Level 1, 69-71 Rosstown Road, Carnegie, Victoria 3163
Salary	Gratis Pre-approved travel, training, and other expenses
Review Date / Initials	August 2023 WM

Permanent Care and Adoptive Families (PCAF)

Permanent Care and Adoptive Families (PCAF) is a not-for-profit carer member-based organisation representing families formed by permanent care, kinship care and adoption in Victoria. Established by parents from this community in 2003, we continue to be guided by the lived experience of our members.

We administer the Department of Families, Fairness and Housing (DFFH) Flexible Funding for permanent carers and the Better Futures/Homestretch Programs for young people. We also provide a helpline, peer support and empower members to advocate for their children and themselves. We deliver a strong voice for members, influencing government and sector policy development.

Our programs and practices include a child-centred and family-focused approach to support strong and sustainable permanent care and adoptive families. PCA Families is governed by an elected Board of up to 9 Directors, including the Chair, that holds expertise and leadership to govern the organisation.

With more than 2,800 members and clients, an annual turnover of \$1.25 million, and a small but dedicated team of staff, PCAF is the peak body for permanent care and adoptive families in Victoria.

PCAF's Purpose and Strategic Intent:

Purpose:

We empower families to provide stable culturally relevant permanent homes for children and young people who cannot live with their birth families.

Our strategic intent is to:

- Aspire to achieve the highest quality in all our work and focus on delivering meaningful outcomes to the people that we serve
- Work to reduce inequities and ensure that all children, regardless of their order receive the support they need.

- Address what needs to be done to create a service system that works for the people we serve.
- Listen to the voices of those with lived experience and embed lived experience into all that we do; and
- Transform and strengthen the way we work and the value that we deliver to the people we serve.

Key responsibilities of the Board Directors include:

Broadly the PCAF Board Directors work on behalf of members to oversee the overall business and compliance performance of PCAF. This includes ensuring that PCAF implements strategies and supporting policies to enable it fulfill the purposes set out in PCAF's constitution ([PCAF Inc - constitution](#)) and that PCAF implements systems to enable it to comply with its legal and policy obligations (such as the Corporations Act 2001 and adhering to accounting standards) and ensuring that its assets are protected through appropriate risk management.

Specific responsibilities of PCAF Board Directors include:

- Implementing, maintaining and (as necessary) refining a system of good governance that is appropriate for PCAF.
- Regularly reviewing the board's structure and composition, so that these are appropriate for the organisation.
- Driving the strategic direction of PCAF.
- Working with the CEO to enable the organisation to obtain the resources and funds to implement the organisation's strategic objectives.
- Approving the annual budget, reviewing reports, and monitoring the performance of the organisation.
- Appointing, supporting, and monitoring the performance of the CEO.

<https://www.aicd.com.au/corporate-governance-sectors/not-for-profit/principles/role-of-the-nfp-board.html>

Director duties under the Corporations Act 2001 include, but are not limited to:

- **Care and diligence** - exercise their powers and discharge their duties with the care and diligence that a reasonable person would have if they were a Director of an Association similar to PCAF's circumstances.
- **Good faith** - exercise their powers and discharge their duties in good faith in the best interests of PCAF and for a proper purpose.
- **Use of position** - not to improperly use their position to gain an advantage for themselves or someone else, or to cause detriment to PCAF.
- **Use of information** - not to improperly use information obtained through the PCAF Director position to gain an advantage for themselves or someone else, or to cause detriment to PCAF.
- **Disclosure** - material personal interests must be disclosed in a wide range of circumstances.
- **Insolvency** – prevent insolvent trading by PCAF by keeping informed about the financial position and performance of the business, ensuring that it can pay its debts on time.
- **Advice** – obtain trusted professional advice when requiring assistance to make an informed decision.

[Not-for-profit director duties \(aicd.com.au\)](#)

Experience

Demonstrated experience in, or knowledge of, one or more of the following:

- Director of a not-for-profit organisation.
- CEO of a similar not-for-profit organisation.
- Growing and diversifying funding in a not-for-profit organisation.
- Working with members and volunteers in a not-for-profit association.
- Understanding of Out of Home Care sector (including permanent care and Adoption) and/or other sectors such as Health, Education and Justice.

Qualifications

Graduate of Australian Institute of Company Directors or equivalent director qualification will be considered favorably.

Additional information

Cultural competency: As an inclusive organization PCAF is striving to become culturally competent. All board directors and staff are expected to undergo regular cultural competence training as part of their professional development plans.

Child safety: PCAF is a Child Safe organisation with zero tolerance of child abuse. Appointment is also subject to the successful applicant:

- Holding a current Working with Children Check Card at all times by PCAF.
- Providing relevant Identity checks (i.e., original passport, or driver's license, or birth certificate sighted)
- Hold a current satisfactory Police Check.
- Agreement to above documentation maintained in PCAF personnel and Directors files.

[Child safe PCAF organisation policy.pdf](#)

Other key documents:

- PCAF Constitution

[20210224 Permanent Care and Adoptive Families Inc. constitution.pdf](#)

- Board Charter

[Board Charter Final August 2022.pdf](#)

- Code of Conduct

[Code of conduct August 2022 Final.pdf](#)

- Conflicts of interest

[Conflicts of interest Policy August 2022 Final.pdf](#)

2023 Board Recruitment

PCAF is seeking to appoint up to three Directors, two who have personal and family connections to Permanent Care and Adoption and one of whom does not have involvement with permanent care and adoption but is interested in becoming a Director.

The Board has defined “A close personal or family connection to permanent care or adoption” as an individual who has either:

(a) Direct lived experience currently or previously as a permanent carer, adoptive parent, child/young person under a Permanent Care Order or adopted child (“lived experience child/young person”); or

(b) Close family connection currently or previously to an individual with direct lived experience as:

Partner/spouse of a permanent carer/adopted parent or a lived experience child/young person, - children/young people or other dependents living in household with lived experience child/young person for more than 12 months (e.g., foster/kinship care children, parents of carers/parents).

For the purposes of this definition, permanent care and adoption include the following:

(a) Permanent care statutory order

(b) Local or intercountry adoption orders

(c) Interstate equivalents to permanent care or adoption orders (e.g., long term guardianship orders)

(d) Long term informal kinship care of a child/young person who cannot live with their birth parents.

The Opportunity

The role requires:

- Attending 5-6 Board meetings and one strategy day and serving on at least one board sub-committee per year.
- Participation in additional meetings and training, as necessary.
- Meetings will be held face-to-face and online via teams.
- On average the commitment required is 10-15 hours per month.

The following key skills have been identified for recruitment by the Board based on the current Board skills gap analysis. Our hope is that the two Directors who have a personal and family connections to Permanent Care and Adoption will also be able to fill the skill gaps below:

- Marketing, media, and communications.
- Links to corporate sponsors and success in attracting sponsorships.
- Influencer-Demonstrated links potential to funders. i.e., Government departments/philanthropy.
- Finance, risk management and technology.