

Board Member – Social Security Rights Victoria

September 2023

Social Security Rights Victoria (SSRV) is seeking expressions of interest from people with relevant skills and experience to nominate to join the Board of Management.

About SSRV

SSRV is a statewide, specialist community legal centre. The organisation provides legal and financial counselling services that are focused on social security law, policy and administration. Services are provided to vulnerable and disadvantaged Victorians. The organisation has been in operation for over 30 years.

SSRV offers a range of services including information and referral, legal and financial counselling advice clinics, casework and representation services. The Worker Help Line provides secondary consultation and referral services to other professionals who are assisting their clients with Centrelink issues. The organisation also delivers training and resources to other professionals and community members. It uses evidence from service delivery to inform advocacy and policy work. Specialist projects within the organisation focus on the intersection between social security legal issues and other factors such as family violence and disasters. For further details please visit the websites – www.ssrv.org.au and www.dsphelp.org.au.

Funding is received from Commonwealth and Victorian governments and philanthropic bodies.

The SSRV Board

SSRV is an Incorporated Association with a Board elected from its membership. If not already a member, interested persons will be required to become a member of the Association prior to appointment to the Board.

The Board may have up to nine members. Board members are elected at the Annual General Meeting (AGM) held in November or may be co-opted until the next AGM during the term of the Board. Members are elected for two years and may renominate for further terms. Information about the current Board membership is available on the website - <https://www.ssrv.org.au/who-we-are/>.

All Board members must meet Australian Charities and Not-for-profits Commission 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) <https://www.acnc.gov.au/for-charities/manage-your-charity/governance-hub/4-suitability-responsible/disqualification-being-responsible-person>

Board members have responsibility to ensure good governance of the organisation, and have the following duties:

- 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.

The SSRV Board usually meets every second month and may occasionally meet more often if there are matters requiring consideration. Scheduled meetings are currently held at 6.30pm on the fourth Wednesday of the month and usually run for two to two and a half hours. Currently meetings are held online via MS Teams or Zoom. Members also need to allocate time to read through papers and prepare for the meeting. All Board members also participate in at least one Board sub-committee, such as the Employment and Policy or the Finance, Audit and Risk sub-committees. Sub-committee work may take up to two hours per month.

SSRV is seeking expressions of interest from people with experience and skills in the following areas:

- governance and management of not-for-profit organisations
- finance, accounting and fundraising
- culture and human resources, employment and industrial relations
- government and stakeholder relations
- communications and marketing
- risk management and compliance
- delivery of legal and financial counselling services.

For further information or to indicate your interest nominating to join the SSRV Board - Please contact the Chief Executive Officer, Gillian Wilks, on (03) 9481 0299 or by email ceo@ssrv.org.au . Written expressions of interest will be required for consideration by the SSRV Board, including a cover letter and current resume.