

Position Description:	Board Chair
Organisation:	Anchor Community Care Limited
Reports to:	Board of Directors
Term:	3 years, with eligibility for reappointment

Our Values



Belief

We believe in the potential of every individual experiencing homelessness. Our focus goes beyond shelter—prioritising resources and support to nurture agency and foster growth. We empower individuals to take control, create their own pathways towards a self-determined future.



Authenticity

We value real connections and open dialogue with our clients, staff, and partners. By fostering a culture of honesty and acceptance, we create transparent, trustworthy relationships. We celebrate and embrace the diversity that makes up Anchor, giving a platform for all individual voices to be heard.



Collaboration

We value the diverse experiences and perspectives of all involved in our mission. Across a diverse set of teams, we foster a sense of unity, listening and working together to achieve the best outcomes for our clients. For while our specific work may be different, what we work towards is the same.



Empathy

Support at Anchor is deep, meaningful, and client centred. We understand that no two individuals experience the same disadvantage, nor have the same aspirations. Every day in our work, we take the time to understand each client, understanding their journey. We place our clients' needs before our own, especially at times of crisis.

Position Summary

The Board Chair provides strategic leadership to Anchor Community Care Limited ('Anchor') and plays a critical role in ensuring effective governance, organisational performance, and alignment with the organisation's mission, values, and legal obligations.

The Chair leads the Board in its oversight responsibilities, supports the CEO, promotes ethical and accountable practices, and represents the organisation to key stakeholders and the community.

The Chair works in partnership with the CEO and the Board to ensure that Anchor operates effectively, sustainably, and in line with best-practice governance standards.

Key Responsibilities

1. Governance and Strategic Leadership

- Provide leadership to the Board to ensure the organisation operates in accordance with its Constitution, legal obligations (including ACNC and ASCIC requirements), and mission.
- Lead the development, implementation, and regular review of the organisation's strategic plan in collaboration with the CEO and Board.
- Ensure that the Board sets and monitors organisational objectives, goals, and performance indicators in partnership with the CEO and the Executive.
- Promote a culture of accountability, transparency, ethical behaviour, and social

responsibility.

- Oversee risk management and ensure compliance with relevant laws, regulations, and governance frameworks.

2. Board Management

- Chair all Board and general meetings in accordance with the Constitution and regulatory requirements.
- Collaborate with the Board Co-Secretary and CEO to set agendas, distribute papers in a timely manner, and ensure accurate recording of minutes.
- Facilitate effective and inclusive Board discussions, ensuring all Directors contribute and deliberations are constructive.
- Lead the recruitment, induction, training, and development of Board members.
- Conduct regular Board effectiveness reviews and manage the succession of Board Directors and the Chair role.
- Ensure the Board has effective decision-making procedures, a risk management framework, and a framework for financial oversight.
- Monitor the Board's performance against governance objectives and strategic priorities.

3. Relationship with the CEO

- Act as the primary liaison between the Board and the CEO, maintaining an open and collaborative communication channel.
- Provide guidance, coaching, and support to the CEO to ensure operational and strategic alignment.
- Oversee the recruitment, succession, and performance evaluation of the CEO.
- Oversee the development, monitoring and review of the CEO's strategic objectives and key performance indicators (KPIs).
- Ensure that clear delegations of authority are established and respected between the CEO and the Board.

4. Financial Oversight

- Lead the Board's oversight of the organisation's financial performance and sustainability, ensuring appropriate financial systems, controls and reporting processes are in place.
- Monitor financial performance and ensure resources are adequate to meet organisational objectives.
- Ensure the appointment of appropriate auditors and receipt of audit reports in line with statutory requirements.

5. Stakeholder Engagement and Advocacy

- Represent the organisation at public events, stakeholder meetings, and media interactions as required.

- Promote Anchor’s mission, vision, and values within the community and to key stakeholders, including donors, partners, and government agencies.
- Support the CEO in negotiation or engagement with other organisations, reporting outcomes to the Board.

6. Other Responsibilities

- Serve on Board committees as required and liaise with committee chairs to ensure proper reporting.
- Address any concerns raised with the Board by staff, stakeholders, or the public.
- Ensure the organisation’s policies, procedures, and legal obligations are implemented and maintained.

Key Skills and Attributes

- **Leadership and Diplomacy:** Ability to lead a diverse Board, manage complex dynamics, and foster collaboration.
- **Strategic Thinking:** Capacity to understand the big picture while supporting operational alignment.
- **Communication:** Strong verbal and written communication skills to engage with internal and external stakeholders effectively.
- **Governance Knowledge:** Understanding of not-for-profit governance, statutory obligations, and regulatory requirements (e.g., ACNC Act 2012).
- **Problem-Solving and Decision-Making:** Ability to resolve conflicts, mediate disputes, and facilitate sound decisions.
- **Organisational Skills:** Strong time management and capacity to manage multiple priorities.

Term and Appointment

- The Board Chair is elected for a period as determined by the Board (Board Directors are appointed for a term of 3 years and may serve a maximum of two terms).

Statement of Commitment to Child Safety and Wellbeing

Anchor has zero tolerance for abuse, neglect or harm of children. We are committed to the safety and wellbeing of all children participating in our programs and the welfare of children is always our first priority.

We create environments where all children and young people are valued, empowered and feel safe. Anchor recognises the history and impact of white settlement upon our First Nations people and ensures the cultural safety of Aboriginal and Torres Strait Islander children. Anchor understands and addresses additional barriers faced by children from culturally and linguistically diverse backgrounds. Anchor acknowledges that children with a disability and LGBTQI+ children have additional vulnerabilities and Anchor responds to their individual needs to ensure their inclusion, empowerment and wellbeing.

Anchor's commitment to diversity and inclusion

Anchor is proud to be an equal opportunity employer. We celebrate diversity and are committed to employing a diverse workforce and creating an inclusive environment for all employees.

Chair declaration

I acknowledge that I have read, understood and accept the duties, responsibilities and obligations of the above position description. I understand that this position description is a guide and reasonable additional duties may be requested of me during the term of my engagement This position description will be reviewed regularly to maintain its relevancy and meets organisational objectives.

Chair Name	
Chair Signature	
Date	