

Position Description: Non-Executive Board Director

Organisation: Anchor Community Care Limited

Reports to: Board Chair

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 Nonexecutive Board Director provides independent oversight, strategic guidance and sound governance to Anchor Community Care Limited ('Anchor'). Nonexecutive Directors are not employees of Anchor; they bring external perspective, objectivity and independence to act in the best interests of the organisation.

Working collectively with the Board Chair and fellow Directors, the Nonexecutive Director contributes to the Board's fulfilment of its legal, moral and ethical responsibilities, including compliance with the Constitution, the ACNC Act 2012 and other relevant legislation and standards. The role relies on information provided by management and carries a responsibility to actively seek appropriate and sufficient information to make well-informed decisions.

Key Responsibilities

1. Governance and Strategic Leadership

- Contribute to ensuring Anchor operates in accordance with its Constitution, mission, values and legal obligations, including relevant not-for-profit, charity and corporations law.
- Participate in the development, implementation and regular review of Anchor's strategic plan in collaboration with the Board and CEO.
- Monitor organisational performance against agreed strategic objectives, goals and key performance indicators.
- Promote a culture of accountability, transparency, ethical behaviour, and social responsibility.

- Contribute to the oversight of risk management and ensuring that key strategic, financial, clinical/service and reputational risks are identified and managed within agreed risk appetite.

2. Board Participation and Conduct

- Actively contribute to all Board meetings, including reading papers in advance and participating in informed discussion and decision-making.
- Attend and participate in the Annual General Meeting and other key governance events.
- Contribute to building the capability and effectiveness of the Board, including through regular evaluation, reflection and targeted professional development.
- Participate in the review of Board composition, skills and diversity, and in the recruitment and induction of new Directors as required.
- Serve on Board committees or working groups where appointed and contribute constructively to their work and reporting.
- Uphold and model Anchor's Code of Conduct and governance policies, including conflict of interest, confidentiality and fit and proper person requirements.

3. Relationship with Management

- Maintain a constructive, respectful, and appropriately independent relationship with the Board Chair, CEO, and executive team.
- Rely on information provided by management while also exercising due diligence by asking questions, seeking clarification, and requesting additional information where necessary to make informed decisions.
- Support, guide and, where appropriate, challenge management in relation to the implementation of strategy, risk management, and organisational performance.
- Respect the distinct roles of governance and management, ensuring operational matters remain the responsibility of the CEO and executive team.

4. Financial and Risk Oversight

- Contribute to the Board's oversight of Anchor's financial sustainability, ensuring appropriate financial systems; internal controls and reporting processes are in place.
- Review and monitor financial reports, budgets, and forecasts, and participate in decisions regarding resource allocation in line with strategic priorities.
- Support the appointment of external auditors and consideration of audit findings and recommendations.
- Monitor key organisational risks, including service, safeguarding, workforce, regulatory and reputational risks, and support the development of appropriate controls and mitigation strategies.

5. Stakeholder Engagement and Advocacy

- Act as an ambassador for Anchor, promoting its mission, vision and values within the community and among key stakeholders.
- Attend relevant organisational events and functions, building and maintaining relationships with stakeholders, partners, funders and the broader community as appropriate.
- Support the Board and CEO in advocacy on issues relevant to Anchor's purpose, service users and the community services sector.

6. Other Responsibilities

- Address, in collaboration with the Board Chair and other Directors, any concerns raised with the Board by staff, stakeholders or the public, in line with governance protocols.
- Maintain an informed understanding of the external environment, including sector trends, regulatory changes, and emerging risks and opportunities relevant to Anchor.
- Participate in Board approved projects or initiatives from time to time that support the Board's governance responsibilities.
- Commit the time required to fulfil the duties of the role, including preparation, meeting attendance, committee work, and ongoing learning.

Key Skills and Attributes

- **Governance Knowledge:** Understanding of not-for-profit and charity governance, directors' duties, statutory and regulatory obligations (e.g. ACNC Act 2012, Corporations Act, relevant funding and regulatory frameworks).
- **Strategic Thinking:** Ability to think strategically, understand the "big picture" and contribute to long-term direction while supporting operational alignment.
- **Independence and Objectivity:** Capacity to exercise independent judgement, bring an external perspective, and act in the best interests of the organisation as a whole.
- **Leadership and Collaboration:** Ability to work effectively as part of a diverse Board, contribute constructively to debate, and support collective decision-making.
- **Communication:** Strong verbal and written communication skills, with the ability to engage respectfully and clearly with fellow Directors, management and stakeholders.
- **Financial and Risk Literacy:** Ability to interpret financial reports, understand key drivers of financial sustainability, and contribute to risk oversight.
- **Integrity and Ethical Judgement:** Demonstrated commitment to ethical behaviour, accountability, child safety, equity, and social justice.
- **Organisational Skills:** Strong time management skills and the ability to manage multiple priorities and meeting commitments.

Pre-Appointment Requirements

- Willingness to undergo all necessary background checks (e.g. Working with Children

Check, National Police Check) as required for Directors of Anchor.

- Confirmation of eligibility to act as a company director under relevant legislation and regulatory requirements.

Term and Appointment

The Non-Executive Director elected 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.

Non-Executive Director 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 appointment This position description will be reviewed regularly to maintain its relevancy and meets organisational objectives.

Non-Executive Director Name	
Non-Executive Director Signature	
Date	