



Position Description: Chair - Anchor Community Care Ltd

Position Title: Chair of the Board Anchor Community Care Ltd

Location: Melbourne, Victoria

Overview:

The Chair of the Board is a pivotal leadership role within Anchor Community Care, responsible for providing strategic guidance, governance oversight, and direction to ensure the organisation achieves its mission and objectives effectively. This position requires a passionate and experienced individual committed to advancing the organisation's impact and fostering a culture of collaboration and accountability among board members, staff, and stakeholders.

About Anchor Community Care:

Anchor Community Care (Anchor), works to ensure every child, young person and family experiencing disadvantage can obtain the support they need to have a safe and stable home, thrive, and achieve their goals in life. We focus on quality and safety to improve outcomes for the people we support and drive trusted partnerships. This creates new opportunities, increases our impact, and enables sustainable performance that is underpinned by skilled staff and a positive organisational culture.

Anchor is at a pivotal time, positioning for substantial growth, driven by its emergence as a recognised innovator and thought leader with a uniquely designed program aimed at diverting youth at risk away from a future of homelessness towards a purposeful and fulfilled life. This unique initiative (tentatively called “Transitions” while branding is finalised) is currently operating in three separate locations and initial evaluations of its effectiveness are highly encouraging. Property access is the key to the success of Transitions. The attached overview of “Transitions” will explain that.

About the Role and Function of the Chair:

Leadership and Governance:

- Provides visionary leadership to the Board of Directors, guiding strategic planning, goal setting, and policy development to drive the organisation's mission forward.
- Ensures yearly business plans and budgets are prepared and submitted to the board for approval.
- Ensures compliance with legal, regulatory, community and ethical standards, as well as adherence to the organisation's bylaws and policies.
- Facilitates effective communication and collaboration among board members, fostering a culture of transparency, trust, and mutual respect.

Board Development and Engagement:

- Leads the recruiting, onboarding, and retention of a diverse and qualified board whose members bring relevant skills, expertise, and perspectives to advance the organisation's mission.
- Fosters a culture of engagement and active participation among board members, encouraging their involvement in committees, growth programmes, and non-government funding initiatives.
- Provides mentorship, support, and opportunities for professional development to enhance the effectiveness of individual board members and the board as a whole.

Stakeholder Relations and Advocacy:

- Serves as a visible and credible ambassador for the organisation, representing its interests and values to external stakeholders, including donors, partners, government agencies, and the broader community.
- Cultivates and nurtures strategic partnerships and collaborations to amplify the organisation's impact, expand its reach, and access additional resources and support.
- Supports the CEO to advocate for public policy initiatives that align with the organisation's mission and objectives, by leveraging relationships and influence to effect positive change.

Financial Oversight and Fundraising:

- Works closely with the Board Treasurer, Revenue Planning & Growth (RPG) Committee, and executive leadership to ensure sound financial management, budgetary discipline, and fiscal sustainability.
- Provides strategic guidance and support for revenue diversification initiatives, including participation in special events and the development of corporate sponsorships to build revenue streams supporting innovative programmes to reduce youth homelessness.

- Uses professional network to connect Anchor to philanthropists and senior corporate executives with authority to commit to corporate giving and sponsorship of for-purpose organisations.

Qualifications, Experience, Profile

- Preference given to Graduate of the Australian Institute Company Directors course on directorship (GAICD).
- Tertiary qualifications in a relevant field (e.g., business management, public administration, accounting, law, commerce, medical & social sciences, marketing) is desirable.
- Prior experience as a board member of a commercial organisation; a significant not-for-profit or community-based organisation; or a philanthropic organisation. Failing that, experience as a CEO, or Divisional Manager or Managing Partner reporting to a board.
- Previous or current experience as a Chair would be well regarded and an appreciation of the application of fit-for-purpose leadership and governance structures in a growing and maturing organisation.
- Have a profile developed across their professional career that can be leveraged to assist Anchor in its twin financial goals of sustainable and substantial financial independence (i.e., reduced reliance on increasingly unpredictable government funding).
- Strategic thinker with the ability to lead management in the development of a compelling vision for the organisation's future and oversee the development of actionable plans to achieve it.
- An intrinsic understanding of brand, marketing, media and PR in achieving a public profile necessary to support investment and corporate giving – could have been developed in a variety of ways including in the not-for-profit sector, sporting field, or even in a business start-up situation.
- Exceptional interpersonal and communication skills, with the ability to engage and inspire diverse stakeholders, build consensus, and drive change.
- Experienced in engaging with, and transacting with, Auditors.
- Familiarity with -- Corporations Law as applied to the conduct of business, contemporary

HR and IR practices and current Employment Law.

- Solid understanding of the ESG environment and ESG reporting requirements increasingly being demanded of corporate Australia.
- Demonstrated commitment to diversity, equity, and inclusion, with a track record of fostering inclusive environments.

Time Commitment:

Given Anchor is a growing and maturing for-purpose (or NFP) organisation, its resources are constrained and at this stage mostly it is funded by government. Its next phase of development, which the new Chair will oversee, has a number of ambitious goals. Chief amongst them is to reduce dependence on government funding which, to a large degree, constrains the organisation in its aspirational development goals of:

- Expanding geographically
- Rolling out the Transitions program to divert vulnerable youth off the pathway to homelessness and onto a path to a fulfilled future.
- Building a more sophisticated back office and IT platform to support and enable these goals. With that as background, the time commitment is more than might be otherwise expected for an organisation of its current size. The current Chair advises that an allocation of on average 24-32 hours per month be used as a guide. Activities include:
 - Chairing 10 board meetings and the AGM each year. Board meetings are held alternatively via Teams and in person at the Scoresby office in Melbourne. Board meetings are held in the evening on the third Thursday of each month and generally run for two hours.
 - Reading board papers and preparing for board meetings.
 - Usual commitment to dealing with auditors on a twice-yearly basis.
 - Attending committee meetings as appropriate once a quarter at Scoresby office – allow two hours each.
 - Involvement for at least one full day each year as part of the strategic planning and review process.
 - Meeting with the CEO each month for a one-one-one face-to-face discussion; usually the week before the board meeting. Usually, a two-hour wide-ranging lunch discussion/mentoring session.
 - Attending and speaking at public events to represent the organisation usually in conjunction with CEO. Some are evening events and some daytime events. This is one area of likely increased commitment by the chair in the next few years.
 - Recruiting new board members – that can be a significant involvement some years depending on board stability – given it is a voluntary board – resignations can be unforeseen due to personal circumstances.
 - Recruiting a new CEO should be factored in within two years.