



Position Description for CoM Chair

Position

Chair

Relationships

Accountable to:

- Members
- Committee of Management
- Stakeholders.

Direct Reports:

- Chief Executive Officer (CEO).

Key Internal Relationships:

- Committee of Management
- CEO
- Executive Leadership Team.

Key External Relationships:

- VMIAC members
- funding bodies including the Department of Health & Human Services (Vic)
- mental health consumers
- capacity to meet with internal and external stakeholders
- represent VMIAC in public forums.

Objectives

The role and responsibilities of the Chair is to work with the CEO and CoM members to develop and implement the vision, mission, and key directions of VMIAC. This involves the effective functioning of the CoM including, managing the conduct, frequency and length of CoM meetings; and communicating the views of the CoM, in conjunction with the CEO, to VMIAC's members, consumers more broadly, funders and other stakeholders, and to the public. The Chair is elected at the AGM.

Responsibilities

Specifically, the Chair will:

- Governance**
- ensure that the CoM fulfils its responsibilities as the governance body of the organisation
 - avoid conflicts of interest in as far as this is possible. Where such a conflict arises, the member/s concerned must inform the Chair.



- Meetings**
- chair general meetings and CoM meetings, and ensure that the Committees and Working Groups function effectively
 - speak to the Chair's Annual Report at the AGM.
- Planning**
- lead the CoM in developing, implementing and reviewing VMIAC's strategic plan
 - lead the CoM and the CEO to undertake regular scans of the environment and assess the implications for the organisation
 - focus the energy of the CoM to the achievement of VMIAC's vision and the specifics of the strategic plan.
- Leadership & Management**
- partner with the CEO to achieve VMIAC's vision
 - liaise with the CEO on a regular basis, providing appropriate levels of support
 - build a strong working relationship between governance and management
 - with the CEO, identify the best skill and expertise composition of the CoM and Committees and ensure succession planning through that process
 - reflect the concerns of management to the CoM and those of the CoM to the CEO in a way that will ensure resolution and movement forward
 - in partnership with the CoM, oversee the succession planning, recruitment, induction, and training of CoM members
 - lead the regular evaluation of the functioning of the CoM, its operations, structure, and achievement of its responsibilities
 - ensure that the necessary and appropriate policies and procedures are in place for every aspect of VMIAC's functions
 - oversee the succession & recruitment of the CEO
 - prepare and conduct a regular review of the CEO and recommend salary increases for consideration of the CoM
 - serve on the Executive Committee between CoM meetings.
- Finance**
- in conjunction with the Treasurer and FARMS Committee, oversee the CEO to ensure that VMIAC's financial control procedures are adequate and that risk management strategies are in place.
- Represent:**
- act as a voice for the organisation when appropriate.



Committee member

- in addition, perform all the duties and responsibilities as outlined in the role of a Committee Member.

Skills & Experience Required

The skills required to be the Chair of VMIAC include:

- lived experience of emotional or mental distress
- understanding of the mental health sector in Victoria
- knowledge of VMIAC's policies, programs, and procedures
- experience in governance
- high level chairing and facilitation skills, and
- ability to represent VMIAC in a range of settings.

Election & Term

Elected at the Annual General Meeting for a term of two (2) years.