

Position Description

Position:	Board Director(s)
Agency:	Self Help Addiction Resource Centre Inc.
Hours:	Currently the Board meets eight times a year. Board meetings typically last between two hours and occur predominately in person, though occasionally meetings are via video conference.
Remuneration:	Currently Board Directors are voluntary
Duration of the position:	Three years with appointment to be extended to no more than nine years.

About SHARC

SHARC – The Self Help Addiction Resource Centre is a community-based service with a unique approach to helping people affected by substance use problems. SHARC combines mutual self-help and social support processes with professional therapeutic approaches to provide services in the field of the addictions.

SHARC's programs include residential rehabilitation services for young people, help for families affected by drug use problems and advocacy services for drug treatment service users. We have earned a reputation as an innovative and successful service with a commitment to helping people to help themselves.

SHARC is a unique self help organisation that places a priority on a positive, supportive, and productive work environment and people who thrive in this kind of atmosphere. Our services operate within an empowerment framework which responds to the diverse needs of people who seek our assistance and which maximises their opportunities for self-determination, mutual support and participation.

SHARC's Mission

To provide opportunities for individuals, families and communities affected by addiction and related problems to recover and achieve meaningful, satisfying and contributing lives. SHARC's mission includes addiction relating to alcohol, drugs and gambling.

To provide models of practice for family support, consumer participation and peer-based recovery support; and influence practice in the field of addiction and other related health domains.

A copy of SHARC's constitution and Board Charter are available on request.

SHARC Values

People:	People who have the courage to ask for help have our respect and admiration.
Insight:	We believe that people are the experts in their own life.
Self Help:	We believe in self-help as mutual healing, passing on the knowledge and skills acquired, as we give and receive help.

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- Recovery:** We believe in recovery – the individual taking ownership of a meaningful and purpose filled life.
- Leadership:** We believe in leadership that is born from direct experience and has the spirit to inspire and advance the wellbeing of all.
- Community:** We believe in community that includes all members as equal and necessary participants.
- Advocacy:** We believe in advocacy as a means offered to people to take an essential and active role in a democratic community.

ROLE OVERVIEW

SHARC is seeking to appoint a Board Director(s). Directors are appointed for three years which can be extended to no more than nine years. There are nine directors on the Board including the Chair.

Directors champion the mission and values of SHARC, and contribute to the collective decision-making of the Board. All directors embody the highest standards of professional and personal integrity and bring capacity for sound and ethical decision making. They uphold and act in accordance with the Constitution of the organisation and its governance policies.

SHARC values directors who have a ‘lived experience’. The constitution requires that six directors are experts by experience defined as “people that have been directly affected by addiction related problems and includes people in recovery from addiction, family members who have lived with addiction problems and with the demands of recovery from addiction, as well as adult children who have experienced the effects of parental addiction problems, and people who have lost a loved one to addiction.”

Directors attend Board meetings, attend the Annual General Meeting, strategic planning days and professional development and training, when offered. Pre-reading of Board papers is also required. Board meetings typically last 2 hours and occur predominately in person, though occasionally meetings are via video conference.

Currently Board Directors are voluntary.

KEY ACCOUNTABILITIES

Directors are responsible for the following accountabilities and functions:

1. Understanding the core business of the organisation to be able to make strategic and well-informed decisions as a Director;
2. Driving the strategic direction of the organisation and monitoring progress (implemented and reported by the CEO and leadership team);
3. Working with the CEO to enable the organisation to obtain resources, funds and personnel to implement the organisation’s strategic objectives;
4. Implementing, maintaining and (as necessary) refining a system of good governance that is appropriate for the organisation;
5. Recruiting, selecting, and managing the performance and remuneration of the CEO;
6. Ensuring that there is succession planning for both the Board and CEO;

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7. Provide financial oversight to ensure the resources of the organisation are efficiently managed and protected so that the organisation can deliver on the objects within the Constitution;
8. Ensure risks are managed efficiently and effectively;
9. Provide clear, strong and impartial advice as a Director. The Director will ensure they offer positive and constructive contributions that will help to develop well-informed decisions taken by the Board;
10. Attend and actively participate in meetings of the Board and those Board Sub-committees of which the Director is a member;
11. Attend other Board-approved activities across the year, including AGMs, Planning and Strategy events / workshops, as well as Board-nominated community and media events;
12. Declare any situation that may lead to a real, possible, or perceived conflict of interest and abide by SHARC policies.

In addition to these core functions, SHARC is seeking Directors from a range of communities and intersections with specific skills and experience in legal issues, financial management, risk and compliance, government and public policy.

EXPERIENCE AND QUALIFICATIONS

Directors will have a mix of skills and experience. SHARC attempts to ensure that as a Board the skills and experience of the directors cover the following skill set:

- Lived or living experience of services relating to problematic alcohol and other drug use and / or gambling issues
- Financial expertise
- Business and commercial acumen
- Experience of organisations in the alcohol and other drug and gambling sectors
- Experience as a director in the not-for-profit sector
- Knowledge of and connection to key government stakeholders
- Knowledge of and connection to diverse communities and community networks
- Regulatory and governance literacy
- Risk management literacy
- Human resources
- Fundraising
- Strategy – development and oversight
- Marketing and communications
- ICT strategy and cybersecurity governance