We’re looking for a Treasurer to join the Fair Agenda Board

At Fair Agenda we believe that a better future is possible, and that the actions we each take can help shape it. We know that when a community comes together to stand up on issues they believe in, they can drive powerful change.

We know that in order to achieve a fair and equal future for women is to change the structures and systems that hold women back – and we’re campaigning to do exactly that.

Our small but mighty staff team supports a community of more than 37,000 Australians who collectively take action to influence decision-makers in politics, business and our communities to change the policies that change women’s lives.

Our Board of Directors supports the team and community to affect that change – contributing expertise in strategy, governance, management and finances – to enable the Fair Agenda community to do our work.

Are you committed to creating a fair and equal future for all women? Do you have experience managing or providing oversight on organisational finances? Understand the importance of good organisational strategy and governance in enabling social change? Willing to help fundraise for an emerging campaigning community? Then apply now to join the Fair Agenda Board!

Fair Agenda is committed to building a diverse Board team to support our community and staff team. We seek to recruit members who bring unique and complementary strengths to the Board team. In this recruitment round we are searching for a Board member who has:

- A passion for tackling structural gender inequality, and campaigning for a fair and equal future for women,
- Experience managing and/or providing oversight on organisational finances - including financial forecasting and risk management,
- An ability to provide oversight on financial governance and regulation compliance matters relevant to a not-for-profit,
- An ability to provide input and feedback on organisational strategy.

We particularly encourage Aboriginal and Torres Strait Islander women, women from culturally and linguistically diverse backgrounds, as well as people of diverse gender, race, sexuality, religious and political beliefs to consider applying for this role.

Please note that this role is not restricted to a particular physical location. We also encourage people based outside of metropolitan areas to apply.

The role of the Fair Agenda Board

The Directors of Fair Agenda are collectively responsible for:

- Upholding the mission of the organisation and ensuring the organisation is in the best position to foster a bold and inclusive movement of Australians taking action for a fair and equal future for women,
- Ensuring the organisation remains compliant to relevant regulatory bodies,
- Organisational oversight, including approving major strategic and financial decisions,
- Ensuring long term strategy is in place - including approving, evaluating and refining strategic planning,
- Driving organisation review and risk review processes,
- Ensuring the organisation uses its finances in a sustainable way,
- Assisting with fundraising where possible, as part of the Board’s role in ensuring the organisation’s financial sustainability,
- Selecting, supporting and reviewing the performance of the Executive Director, and
- Providing expert and strategic advice and mentoring, to Executive Director as required.

During Fair Agenda’s start-up phase Board members also play an important ambassadorial role for the organisation, and are expected to help build relationships with organisations, individuals and potential donors where appropriate.

About Fair Agenda

**Fair Agenda** is a community campaigning organization made up of 37,000 Australians working together to win changes that bring us closer to a fair and equal future for women.

Since Fair Agenda launched our first campaign 4.5 years ago we have:
- Helped win the decriminalisation of abortion in Queensland,
- Helped stop thousands of calls to the national domestic violence hotline from going unanswered, by winning $4 million of additional federal government funding for 1800 RESPECT,
- Stopped scheduled cuts to working parents’ time to care for their newborns that would have hurt 79,000 working families per year, slashing the time they could afford to care for their new baby,
- Kept a media spotlight on the federal government’s decision to leave thousands of women without access to family violence services they need to be safe – and helping push the government to announce an additional $150 million for family violence response.
- Supported survivors and university students to secure a commitment from Universities to provide a 24/7 trauma specialist telephone hotline for people affected by university sexual assault.
- Pushed more than a dozen universities to improve the transparency and quality around their training to prevent sexual violence; and established the first public record of the training policies of Australia’s university residences.
- Worked with partners to secure a commitment to change the laws that allow perpetrators of family violence to cross-examine their victim-survivors in Family Court.
- Won a campaign calling on Albury Mayor Kevin Mack to apologise and withdraw his statement that women could ‘invite’ sexual assault, and
- Pressured Myer to stop stocking a range of dolls that promoted unhealthy body image, through effective media campaigning including TV and print coverage.

All of this has been possible a tiny team of staff and volunteers supporting our 37,000 members.

**How we work**

Fair Agenda’s small but mighty staff team support members from all backgrounds and walks of life, to strategically mobilise on issues that matter to them.

We leverage rapid online, social and media campaigning tactics to amplify the concerns of our members, to put fair on the agenda for decision-makers in our parliaments, businesses and community, and to change policies that limit the potential of women.
Position Description: Treasurer

Requirements of Board members
All Fair Agenda Board members are required to:

• Be willing and able to oversee governance and organisational strategy,
• Be available for Board duties, including:
  o Attending 2 hours of Board meetings each month (via teleconference if preferred),
  o Completing 2 hours of pre-reading for board meetings each month,
  o Attending 2 x board retreats each year (these will generally last up to one full day),
  o Providing mentoring and ad hoc support to the Executive Director in areas of their expertise,
  o Serving on the finance subcommittee, and actively participating in any other ad hoc discussions,
  o Attend two Fair Agenda events annually (where possible).
• Prepare for and participate in the discussions and deliberations of the Board,
• Be aware of, disclose and abstain from any conflict of interest.

In addition, the Treasurer will:

• Provide oversight specifically over the finances of the organisation
• Review procedures and financial reporting, and ensure the organisation is meeting any financial governance obligations.

With these obligations in mind; we ask that applicants for this role commit to an availability of approximately 10 hours per month for Board duties.

We also note that the intention to stand as a candidate for public office is considered a conflict of interest incompatible with holding the position of Director at Fair Agenda.

Recruitment criteria

Core criteria we’re considering in applications for this role are:

• A passion for tackling structural gender inequality, and campaigning for a fair and equal future for women,
• Experience managing and/or providing oversight on organisational finances - including financial forecasting and risk management,
• An ability to provide oversight on financial governance and regulation compliance matters relevant to a not-for-profit,
• An ability to provide input and feedback on organisational strategy.
The below are additional skills and experiences that would also be considered valuable in applicants (but not required):

- Previous governance or board experience,
- Experience with community campaigning,
- Experience working with an organisation in start-up phase,
- Fundraising experience or relationships,
- An understanding of and/or training in anti-oppression,
- An understanding of how to influence political and/or business decision-makers,
- Familiarity with areas of social policy affecting women.

Terms
New Directors will be invited to serve a three-month probation period on the Board during which they will be invited to act in an observer capacity prior to formal appointment.

Following successful completion of the probation period, New Directors will be invited to serve a two-year term (we note there is an annual re-election process for all Board member’s at the organisation’s AGM).

Organisational infrastructure
Fair Agenda is a registered not-for-profit organisation with the legal structure of a company limited by guarantee.

We run our financial reconciliation through Xero, and have an accountant who assists with this process, the preparation of BAS reports, and with processing of payroll.

The Fair Agenda Board currently has seven members. Collectively the Board brings a wealth of expertise in campaigning, organisational management, government relations and community maintenance strategy. You can find further information on our current Board members on our website at: http://www.fairagenda.org/the_team.

Fair Agenda’s founding Executive Director is Renee Carr – she has led Fair Agenda since concept development phase, and is committed to driving the organisation forward. She is one of two full time staff members working in the organisation at a day-to-day level.

Fair Agenda is also supported by a Leadership Council and Policy Advisory Group - these are both made up of individuals who donate their time to provide strategic advice to Fair Agenda in matters where they have expertise.

To express interest
To express interest in joining the Fair Agenda Board, please send a cover note outlining your interest and relevant experience, along with a copy of your CV to info@fairagenda.org with the subject line ‘Board EOI’. If you have any questions or would like to meet with us to discuss the role, please reach out to the Executive Director Renee Carr through this same address.

Expressions of interest will be processed on a rolling basis, from 5pm Melbourne time, Tuesday 12th March.

Please note that we particularly encourage Aboriginal and Torres Strait Islander women, women from culturally and linguistically diverse backgrounds, as well as people of diverse gender, race, sexuality, religious and political beliefs to consider applying for this role. We also encourage people based outside of metropolitan areas to apply.