

Amaze

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Amaze Position Description

Position Title: Non-Executive Directors (Voluntary)	Division: Amaze Board
	Effective Date: February 2021

Amaze Social Impact, Purpose and Strategic Directions

Our Social Impact: Amaze aims for a society that i) respects the dignity autistic people and ii) offers each of them opportunities for meaningful participation and to make a valued contribution.

Our Purpose: We build understanding, engagement and acceptance of autism. We develop community capacity by working with others to help them value and support autistic people and their families.

Outcomes to be achieved by 2040: 1) Community understanding of autism in Victoria increases over time; 2) Attitudes and behaviours towards autistic people by the Victorian community (government, private and social sectors) improves over time; 3) Opportunities for meaningful participation and a valued contribution increase for autistic people.

Strategic Activities:

Build understanding, engagement and acceptance of autism through media activity to promote facts and dispel myths, World Autism Acceptance Day, provision of information and resources.

Advocate for positive change through quality, evidence based advice to governments and other organisations on critical issues for autistic people including early identification and assessment, NDIS, education, employment, mental health, women & girls.

Community engagement and capacity building through consultation with the autism community, improving knowledge, skills and capability of individuals and private, public and social organisations.

Position Summary and Time Commitment

The Board comprises up to 9 Directors, and meetings are attended by up to 3 Board Observers. The Chief Executive Officer attend the Board but is not a Director. Each Director is elected for a term of three years for a maximum of three terms.

The Board currently has two Board Committees: the Finance, Audit & Risk (FAR) Committee and the Fundraising Committee.

Attendance by Directors is expected at six Board meetings per year, at any Board Committee to which they are appointed, at the Annual General Meeting, and at any Strategy retreat or other working groups as arranged. Most meetings are held at the Amaze premises, Ground Floor, 678 Victoria Street Richmond. There is no remuneration paid to Directors.

Amaze adheres to an agreed list of procedures to ensure Board meetings are held and conducted in an autism-friendly manner.(See Attachment 1).

Key Responsibilities

- Oversight of the affairs and conduct of the association, including development and oversight of its Strategic Plan
- Development, monitoring and review of the associations' Risk Management Framework
- Oversight of the association's financial performance and sustainability.
- Recruitment, performance review and remuneration of the CEO

Internal Relationships – Internal

Other Internal: Board Directors, Board Observers, Committee members, Amaze Chief Executive Officer, Amaze Executive Managers (typically at Board meetings or within Board Committees and working groups)

Key Selection Criteria

The Board is specifically seeking to appoint:

- a Director with **financial expertise** – qualified and experienced working as a senior finance manager, preferably in government or non-profit organisations.
- A Director with **autism advocacy experience** – an autistic person who is actively engaged in autism networks and remains abreast of issues facing autistic people of all capabilities.

Core Competencies

In addition to any specific expertise, Directors should demonstrate the following core competencies:

- Knowledge of a Director's responsibilities – the governance and strategic role of a board, as well as an individual Directors' legal, ethical, fiduciary and financial responsibilities.
- Financial literacy – the ability to read and comprehend the accounts and other financial statements presented to the Board.
- Risk management – understanding of and the ability to analyse, assess and manage material organisational risk.
- Personal qualities which align with the core values embodied in Amaze's Principles.
- Sector knowledge – understanding of autism and its impact on individuals, families and carers would be an advantage.
- Previous board experience – highly desirable.
- Relevant professional qualification (e.g. AICD company directors course or equivalent) would be an advantage.

Application process

If you wish to be considered for one of these positions, please apply by letter addressing the Core Competencies, including a current CV and listing two referees, and forwarded by email to:

Professor W. Bebbington AM
Chair, Board
Amaze Inc.
amaze.chairperson@amaze.org.au

Applications should be received by **15 March 2021**.

Applicants shortlisted will be invited to attend an interview with the Chair and a panel of Board members. Successful applicants will be appointed by the Board until the November 2021 Annual General Meeting, where Directors are elected for three-year terms. An applicant must agree to join Amaze Inc. as a Member to serve as a Director.

Further information

- For further information, please contact the Board Chair, Professor W. Bebbington AM, at amaze.chairperson@amaze.org.au



Ineligibility

In accordance with its Rules of Association, the Board will, at its sole discretion, reject nominations received from any of the following:

- a current employee of Amaze (and their family members) or a person who was employed by Amaze within the 24 month period prior to the date on which the relevant nomination was received by the Board;
- a person who does not, in the opinion of the Board, demonstrate the competencies, qualifications or skills set out above;
- a person who would not, in the opinion of the Board, be capable of discharging the responsibilities of director of Amaze because of a persistent conflict of interest or material personal interest;
- a person whose name appears on either the ASIC Disqualified Persons Register or the ACNC Register of Disqualified Persons (or equivalent register).

Attachment 1:

Amaze Inc. Board & Committees: Autism-friendly places

The Board of Amaze Inc. regards having autistic people amongst its Directors and Observers as a crucial part of its identity as an autism-led organisation. Set out below are the ways the Board has resolved to adjust its proceedings so as to be welcoming to autistic Directors and Observers.

Location of meetings

Board meetings are held at the Amaze office, ground floor, 678 Victoria Street Richmond. The meeting room is adjacent to the quiet spaces in which any participant can take a break during the meeting as they wish.

Timing of meetings

Board meetings commence at 5.30pm and end at 7.30pm on a weekday; at the midpoint a 20-minute break has been introduced for an informal meal and refreshments, and to break up the meeting into shorter segments for those who find the 2-hour duration too onerous.

Sensory regulation

Directors or observers are free to move around the meeting room during the Board meeting for the purpose of unscheduled movement breaks. They should feel free to wear hats, hoodies or sunglasses to assist with light regulation and headphones for background noise cancellation. Sensory and fidget toys are encouraged and will also be provided at Board and Committee meetings.

Dress code

Those attending the meetings may dress as suits their own schedule and preferences, either in work attire or casual wear. The Board has made clear there is no prescribed dress code for its meetings, but prefers attendees do not attend in thongs or bare feet.

Orientation and Ongoing Mentoring

All new Board members and Observers attend an orientation session, at which the Strategic Plan, social impact goals, outcomes and KPI's, financial reports, Board Charter, Meeting dates, contact details of other Board Directors and Amaze policies are introduced and printed documents provided in a folder.

A presentation on ableism and ableist language is presented, during the orientation session/s. The Board then appoints one of its Directors as a mentor for any new autistic Director or Observer, to explain Board procedures and responsibilities, and to assist each appointee with any presentation or spoken or written contribution they wish to make to the meetings (should the new autistic Director or Observer feel they would benefit from a mentor).

Language

Most Amaze Directors are connected with the autistic community, as parents, carers, clinicians, and/or as autistic people themselves. As such, the Board aspires to all its discussions to use strengths-based, non-ableist, respectful, and appropriate language and to communicate in accessible formats. This reflects Amaze's commitment to build understanding, engagement and acceptance of autism.

