

Amaze Position Description

Position Title: Non-Executive Director (Voluntary)	Division: Amaze Board
	Effective Date: August 2024
Position Summary and Time Commitment	
<p>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.</p> <p>The Board currently has one Committee: the Finance, Audit & Risk (FAR) 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.</p> <p>Amaze adheres to an agreed list of procedures to ensure Board meetings are held and conducted in an autism-friendly manner. (See Attachment 1).</p>	
Key Responsibilities	
<ul style="list-style-type: none"> • Oversight of the affairs and conduct of the association, including development and oversight of its Strategic Plan 2024-2026 • 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

Professional qualifications and experience

The Board is specifically seeking to appoint a Director who is a professional clinical practitioner or researcher with expertise and demonstrated experience in the Autism field.

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 this position, please apply by letter addressing your expertise and experience and 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 **31 July 2024**.

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 2024 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.

