



Multicultural Council of Tasmania Board Member Roles and Responsibilities

Position	Multicultural Council of Tasmania Board Member
Function	Assist to lead the organisation at the strategic level, optimise performance and ensure compliance with legal requirements.
Term	2 years for elected board members 1 Year for co-opted board members

Board Role and Responsibilities

The role of the Board is to effectively represent and promote the interests of multiculturalism across Tasmania in concert with members and stakeholders.

The Board is accountable to its members for the management of MCOT and is responsible for the overall strategy, governance and performance of the organisation.

Selection and appointment

As stated in MCOT constitution, 9 Board members are elected by members, while 3 are selected and appointed by the elected Board based on skills and connection to communities. Although candidates for election are not required to meet selection criteria to be eligible, they are encouraged to understand the expected commitment, to ensure successful performances if elected.

Board eligibility is aligned with constitution rules. along with the Board's Skills Matrix which is used to ensure MCOT has the right balance of community representation and skills to effectively lead the organisation, optimise performance and ensure compliance with legal requirements in accordance with its stated strategic goals.

Successful nominees should have sound personal attributes, professional skills, understanding of community needs, as well as the time to commit to board and committee meetings, training and other board related activities as required.

Appointment to the board will be made in accordance with the MCOT Constitution:

All persons nominated to be Board Members who have accepted their nomination are to be put forward for election by eligible Members at MCOTs annual general meeting.

Board Commitment

- A time commitment of between four and 15 hours per month (General Board Member) OR 25 hours per month (Executive Board member), includes attending and



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participating in Board meetings, general meetings, and relevant committee meetings, as well as preparation time.

- Board members are required to have knowledge and experience of the role including legal, ethical, fiduciary and financial responsibilities.
- It is expected that Board members will serve on at least one Board sub-committee and have a high level of commitment to the work of Multicultural Council of Tasmania.
- MCOT seeks to have at least six face-to-face board meetings per year with an option of attendance via Teams if required.

Remuneration and benefits

This is a volunteer role. Travel and out of pocket expenses will be reimbursed.

Competencies and skills (role related) the list below provide an overview of the key competencies in which we aim to have collective expertise across the board. Each individual is not expected to have **ALL** of the competencies; however we seek to ensure we cover these competencies as a collective group along with ensuring we have a appropriate cultural representation

Competency	Requirements
Community Knowledge	A sound understanding and connection with the multicultural communities of Tasmania and the issues in which they face, either through lived experience or strong community connections.
Strategic expertise	The ability to review the strategy and contribute to the effective decision making of the Board.
Commercial acumen	A broad range of commercial/business/not for profit experience, with an emphasis on community engagement, innovative resourcing and funding strategies that support the ongoing financial security of the organisation.
Accounting and finance	Experience in audit functions and accounting and finance to analyse statements, assess financial viability, contribute to financial planning and oversee budgets.
Contemporary governance	Knowledge and experience of contemporary governance approaches

Legal	Ability to identify key legal and regulatory issues for the organisation and ensure operations take place within appropriate legal parameters.
Risk management & compliance	Ability to identify and monitor risk and compliance and knowledge of legal and regulatory requirements.
Managing people and achieving change	Experience in current management thinking on employment, branding, engagement, strategic vision and stakeholder communication; experience in executive remuneration and compensation.
Marketing & communications,	Knowledge and experience of marketing, communications, stakeholder relationship management and/or government, corporate and public relations
Information technology/digital skills	Knowledge and experience of information technology and/or digital communication

Competencies (personal attributes)

Leadership	Make decisions and take necessary actions in the best interest of the organisation and represent the organisation favourably.
Ethics & integrity	Understand their role as a Board member and ability to maintain Board confidentiality and declare conflicts. Practise open communications with the Board, cultivate a positive and transparent team culture.
Transparency and Openness	
Contribution	Ability to constructively contribute to Board discussion and communicate effectively with other Board members.
Negotiation	Possess excellent negotiation skills, with the ability to drive stakeholder support for Board decisions.
Crisis management	Ability to constructively manage crises, provide leadership, and contribute to communications strategy and stakeholders.