



Board Chair Position Description

Role and Responsibilities

As Board Chair you will report to the Director and the Board. You will be responsible for overseeing the meetings of Our Rainbow House Inc. As with all Board positions, this is a voluntary role. In accepting the position, the Board Chair undertakes:

- To work with the Director and Board Members to assist with the running of the Project.
- To be guided by the mission and values set out in the Our Rainbow House Mission Statement.
- To ensure compliance with the policies and procedures of Our Rainbow House Inc.
- To also undertake the roles and responsibilities of Ordinary Board Members. (See Ordinary Board Member Position Description).

Additional Responsibilities

The role of Board Chair is varied. This will include but is not limited to:

- Working with the Board to:
 1. Ensure Our Rainbow House develops in the appropriate direction.
 2. Ensure that Our Rainbow House operates in an ethically, environmentally, and socially responsible fashion.
 3. Prepare (or review existing) Business Plan and Succession Plan annually.
 4. Ensure all legal requirements are met.
- Chairing meetings according to the Association Rules, ensuring the harmony of Board deliberations.
- Signing the minutes of meetings and return to the Australian Office.
- Acting as signatory to reporting requirements for the Australian Council for International Development (ACFID).
- Carrying out administrative duties as assigned.
- Promoting Our Rainbow House in the community as opportunities arise.
- Serving (as nominated by the Board) in negotiation with other organisations.

Qualifications and Education Requirements

- Any qualifications and experience in administration, human services or people-centred jobs will be well regarded. A leadership background would be beneficial.

Preferred Skills

- A positive attitude and good people skills
- Ability to work methodically, accurately and neatly
- Good oral and written communication skills in English
- Reliable and punctual
- Able to work as part of a team
- Good leadership skills
- Good computer skills (Word & Excel)

NOTE: This position description is not intended to be all inclusive therefore you may be required to perform other related activities that are within your capabilities, as negotiated, in order to meet the ongoing operational needs of the organisation. All positions are ultimately accountable to the Director.

All new Our Rainbow House Board Members will be required to undergo a police check.

For more information or to express your interest please contact Alison Ray – alisonjray@ourrainbowhouse.org.au