



**PalliativeCare**  
VICTORIA  
Living, dying & grieving well

## Palliative Care Victoria Board of Directors' Position Description

**Palliative Care Victoria  
Board of Directors**

**Important Information**

The following documentation relates to the Palliative Care Victoria (PCV) Board Position Description.

The current PCV Board of Directors is strongly committed and focused on ensuring the current and future board of directors utilises and operates within governance principles, policies, procedures and indicators, thereby enabling management to manage and the board to govern the organisation.

The position of board director, like all directorships of public, private and community companies, associations or co-operatives, carries with it, serious roles and responsibilities that are framed by local, state and commonwealth legislation and regulations, industry or government standards, contracts and agreements and various constitutional documents.

Before commencing as a director of PCV, carefully read the PCV Board of Directors Induction Manual and reflect on your capacity to fulfil the roles and responsibilities and the time commitment required of a director. You have a responsibility to request relevant board education and to undertake self-directed education required to fulfil the requirements of the position.

For further information or discussion contact the Chairperson or Chief Executive Officer of PCV.

<b>Chair:</b>	Adj A/Prof Kelly Rogerson	<b>CEO:</b>	Adj A/Prof Violet Platt
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**Board of Directors'  
Directorship Details**

<b>Organisation</b>	Palliative Care Victoria (PCV)
<b>ABN</b>	88 819 011 622
<b>Legal Entity</b>	Incorporated Association
<b>Location</b>	Level 2, 182 Victoria Parade, East Melbourne, Victoria 3002.
<b>Position</b>	Board Director/s
<b>Engagement</b>	Appointment by election at the Annual General Meeting or by appointment by the Board.
<b>Framework</b>	<ul style="list-style-type: none"><li>• Local, State and Commonwealth Legislation and Regulation.</li><li>• PCV Memorandum and Articles of Association/Constitution.</li><li>• PCV governance principles, policies, procedures and indicators.</li><li>• Legal Agreements, Funding &amp; Service Agreements, Contracts and associated documentation.</li><li>• Industry or Government Standards, Quality Systems, Licences, Registrations, Certifications and Accreditations.</li></ul>
<b>Modus Operandi</b>	The PCV Board of Directors operates within a well-developed governance framework, based on documented principles, policies, procedures and indicators, which includes a Board Charter.
<b>Meetings</b>	<ul style="list-style-type: none"><li>• The Annual Board work plan typically involves 6 x 2 hour Board meetings (currently held virtually) and the Annual General Meeting. Other Board meetings may be convened by phone or in person as needed. Board Agenda papers are distributed 1 week prior to scheduled meetings.</li><li>• Appointments to Board committees and/or working groups can be expected and these may meet bi-monthly.</li></ul>
<b>Time Commitment</b>	It is also expected that Directors will attend the AGM held in November, participate in strategic planning workshops (6 - 8 hours a year), attend relevant PCV events where possible and take opportunities to engage with key stakeholders.
<b>Directorship Overview</b>	Directors will add value and benefit to PCV and its Board through the provision of strategic, organisational, governance and other relevant expertise, experience, knowledge and wisdom.

The Director will attend to the following governance duties in accordance with the PCV Board Charter (2021):

- Key Governance Roles**
- First and foremost at all times act in the best interests of the organisation.
  - Secondly, at all times act in the best interests of all internal and external stakeholders.
- Key Strategic Leadership Responsibilities:**
- Assist in initiating the design, development and driving of the organisation's strategic plan, therein specifically focusing on the vision, mission, values, core business, desired future, and key result areas and key performance indicators.
  - Assist in reviewing and assessing strategic and organisational proposals, projects, feasibility studies, business plans, reports and related documentation.
  - At all times ensure the organisation operates in a manner which will enable it to be successful in its markets, industry or external environments.
  - Be an effective and contributing member to the PCV leadership group comprising the Board and Chief Executive Officer.
  - Continuously promote and motivate all internal and key external stakeholders to understand and achieve the PCV Strategic Plan.
  - Provide the strategic leadership of the organisation.
- Key Compliance Responsibilities**
- Ensure that the organisation and its various operations are compliant and have coverage against the relevant local, state and commonwealth legislation, regulation, industry and government standards, quality systems, legal agreements and contracts.
  - Ensure that the organisation operates within its legal mandate and Constitution.
  - Ensure the organisation and its operations at all times meets the requirements, specifications and outcomes of funding and service agreements, contracts, strategic alliances and partnership agreements or similar documentation.
  - Ensure the organisation operates within the definition and mandate of its vision, mission, values and core business.
  - Seek external advice on compliance matters such as legal, quality, strategy, industry standards, financial and other relevant strategic and organisational issues when and where required.

### Key Policy Responsibilities

- Assist in making and undertaking strategic and organisational policy decisions and directives within the board's governance principles, policies, and procedures.
- As a member of the Board, undertake an annual review of the Board's performance against the agreed governance principles, policies, procedures and indicators, utilising the Board Self-Assessment Tool.
- If, and when required, provide input and advice to the Chief Executive Officer on the development of organisational policies and procedures, being mindful that the board's role is not to develop or implement organisational or operational policies and procedures. Likewise, the Chief Executive must ensure he/she develops, implements, and approves organisational and operational policies and procedures which are in line with the Board governance principles, policies and procedures.

### Key Monitoring Responsibilities

- On an annual basis, monitor the organisation and its various operations through the use of the organisation's Board Charter and agreed key performance indicators
- Monitor at a high level the product or service delivery performance and outcomes of funding and service agreements, contracts, strategic alliances, partnership agreements and related documents.
- Monitor and provide advice on the current and future external key drivers, risks, trends, issues and their strategic impacts and implications on the organisation and its operations.
- Monitor and provide strategic advice on the opportunities, ideas and information that can assist the organisation and operations to grow and develop.
- Monitor the current and future industry environments of the organisation.
- On an annual basis, as a minimum, monitor the implementation of the Strategic Plan and the performance of the Chief Executive Officer by utilising the Board's key result areas and key performance indicators.

### Reporting

- Report to the Palliative Care membership at the Annual General Meeting.
- Report to all stakeholders via the Palliative Care Annual Report.
- Report annually to the Victorian Department of Health, the Australian Charities and Not for Profits Commission (ACNC).
- Report via the Chief Executive Officer to local, state or commonwealth officers, trusts, donors and sponsors, strategic

partners and associated entities via agreement/s and contract/s, measures, targets and outcomes.

**Key Liaisons**

- PCV Membership.
- PCV Board members.
- PCV Chief Executive Officer.
- PCV internal & external stakeholders.
- PCV internal and external representations, delegations and presentations by various stakeholders.
- External contacts and networks.

**Review Performance**

- Annual Board performance appraisal; part of the annual strategic planning review/workshop.
- Reviewed by membership at the Annual General Meeting.
- Reviewed by all members/stakeholders via the organisation's Annual Report.
- Reviewed by the Department of Health, via Annual Performance Report and Annual Report.
- Reviewed by auditors.
- Reviewed by local, state or commonwealth departmental officers, trustees, donors, sponsors.

**Expected Attendance & Involvement**

- Scheduled Board meetings as per the Constitution.
- Allocation to Board committee/s and working groups.
- Annual strategic planning/review.
- Annual General Meeting.
- Other representations, delegations, presentations and meetings as required.

**Organisational Memberships**

- PCV Board.
- Palliative Care Australia as determined by the Board.
- Board representation on other bodies as determined by the Board.

**Remuneration**

- Board of Directors' fees are not paid.
- Reasonable reimbursement of expenses to attend Board meetings may be covered.

- Qualifications**
- Qualification/s in relevant disciplines or profession/s as identified by the PCV Board Skills Matrix.
- Requirement**
- Current police check clearance and satisfactory reference checks.
  - Ability to be a Director as per the ACNC/ASIC requirements
- Experience & Key Competencies**
- Understanding of the requirements and accountabilities of a Board Director.
  - Ability to effectively and co-operatively engage with the PCV Board.
  - Ability to work on behalf of a wide range of stakeholders, take account of a diverse range of views and opinions and operate in an objective, logical and strategic manner.
  - Bring an extensive range of potential strategic alliances, networks and/or contacts that could directly benefit the organisation and its various activities.
  - Bring a sound industry understanding and experience that can be applied to PCV.

- Governance Structure**
- The governance structure of the Board has been developed in response to:
- The focus and work requirements of the Board, committees and working groups.
  - The adoption and utilisation of the organisation's Board Charter and Constitution.
  - The PCV strategic plan and priorities.

The PCV governance structure has five key components: Membership, Board, Committees, Working groups and the position of Chief Executive Officer.

**Authorisation**

The establishment and operation of the PCV Board of Directors' Position Description was approved by the PCV Board of Directors and is reviewed at least biennially or as required and aligns with the PCV Constitution

**Acceptance**

Title: PCV Board Director

Name:

Signature:

Date: