



Partnership Advisory Board Independent Chairperson - Role Description

The Independent Chairperson of the Volunteering Strategy Partnership Advisory Board is appointed by, and accountable to, the Strategy signatories to lead the implementation of the Volunteering Strategy for South Australia 2014 - 2020.

Core responsibilities

- Lead and provide direction to the Partnership Advisory Board to fulfil its responsibilities for the governance and implementation of the Volunteering Strategy objectives
- In collaboration with Board members, establish Strategy priorities and objectives that meet the needs of South Australia
- Monitor progress against project plans and overall strategy and advise and inform Signatory Partners on progress against identified objectives
- Foster a positive working relationship with and between the Signatory Partners, Partnership Advisory Board and the Volunteering Strategy for SA committee members
- With the Partnership Advisory Board, set and monitor budget and resources for committees
- Work with the Partnership Advisory Board to set KPIs for the Partnership Advisory Board and Executive Officer
- Work with the Executive Officer to achieve the objectives of the Volunteering Strategy for SA and annual KPIs
- Be informed of the benefits provided by the volunteering strategy and act as spokesperson in publicly supporting them. (May delegate this authority to another board member if required)
- Engage/communicate with stakeholders on a regular basis
- Attend and chair Board meetings which are held at least quarterly, and see that it functions effectively and fulfils all of its duties
- A time commitment of six hours per month (includes board preparation, meeting time, out of session commitments)
- Attendance at the annual stakeholder consultation forum and other key events
- Promptly raise any potential conflict of interest issue and determine whether a conflict exists

Term

- The role is honorary for a three year period, reviewed annually.

Requirements

- Strategic influencer in South Australia with knowledge of and experience in working with the not-for-profit sector, state/local government and business
- A passion for volunteering, community and the State of South Australia
- Commitment to the work of the Volunteering Strategy for South Australia, and to using their skills and knowledge to ensure the success of the Volunteering Strategy for SA
- Knowledge and skills in one or more areas of board governance: strategy, policy, finance, project management and volunteering

Other responsibilities

- Work within the parameters of good governance principles
- Obtain consensus from all advisory board members when making decisions and developing recommendations
- Enhance relationships with stakeholders
- Fulfil such other assignments as the Chairperson and Executive Officer agree are appropriate and desirable for the Chairperson to perform
- Adhere to general duties outlined in the Partnership Advisory Board terms of reference
- Perform an annual evaluation of the effectiveness of the Partnership Advisory Board

References

www.savolunteeringstrategy.org.au

Date approved: October 2017

Date for next review: October 2018