



### **About Birth for Humankind**

Birth for Humankind exists to address a gap in the maternal health system whereby women experiencing socio-economic disadvantage are often journeying through pregnancy and labour alone, under-prepared and confused about their choices. This leads to poorer birth experiences and outcomes. Birth for Humankind exists to help close this gap and ensure *all* women, regardless of their socio-economic circumstances, have access to support, education and care during their pregnancy, birth and early parenting journey.

We do this through our free one-to-one doula support program, education programs and advocacy. Informed decisions, loving care and continuous support can help to reduce birth complications and support more positive birth outcomes for mothers and babies.

Find out more at [www.birthforhumankind.org](http://www.birthforhumankind.org)

As we move into our fifth year and next phase of development, we are seeking to strengthen our Board and are currently recruiting for the position of both a Director and Company Secretary with the following qualities and attributes:

- Passion for, and commitment to the work of Birth for Humankind;
- Purpose-driven, with a strong sense of social justice and community, and a desire to put their skills and experience towards creating positive social change;
- Collaborative, inclusive and supportive leadership and management style;
- Commitment to transparent, open, authentic communication;
- Strong attention to detail, integrity and credibility, and belief in the power of community, diversity and celebration; and
- Ability to commit to the role and the organisation long-term.

### **COMPANY SECRETARY**

We are seeking a company secretary to support the Chairperson to ensure the smooth functioning of the board and the organisation's compliance.

#### **Skills and experience**

- Experience in non-profit sector and volunteer organisations;
- Sound understanding of governance, regulatory and compliance requirements;
- Methodical with an eye for detail, well organized with a practical outcomes focus; and
- Brings objectivity to the role with solid judgment.

#### **Key tasks and responsibilities of the Company Secretary**

##### **Meetings**

- Preparing and circulating board meeting agendas and managing minutes of board meetings;
- Advising on adherence with the Company's constitution;
- Recording (and advising ASIC where necessary) declarations/conflicts of interest of Directors
- Overseeing arrangement of AGM (and any other extraordinary general meetings) including due notice and preparation of agenda

##### **Records and administration**

- Maintaining the records of the Birth for Humankind as required by law and ensure their

effective management.

- Keeping up-to-date contact details for the Board
- Compiling a data base of names and addresses that are useful to the board
- Assisting with the development of our board manual containing key policies and procedures in relation to the board
- Carrying out other duties related to the corporate administration of the Company

#### **Legal Requirements**

- Ensure compliance with our Constitution
- Monitoring company law requirements and ensuring the organisation complies with them

#### **Communication and Correspondence**

- Responding to, and managing all board correspondence
- Ensuring that proper notification is given of board meetings as specified in the constitution.
- Representing Birth for Humankind to stakeholders and being an ambassador for the organisation. <sup>[1]</sup><sub>[SEP]</sub>

### **GENERAL DIRECTOR**

We are seeking a Director with some, or all, of the following skills and experience:

- Prior board or governance experience (ideally within the public health sector);
- Experience with for-purpose business development, fundraising or philanthropy including contacts and networks;
- Risk management, strategy and leadership experience; and
- Strong in attention to detail, integrity and credibility.

Birth for Humankind is an equal opportunity employer. Birth for Humankind encourages candidates from culturally and linguistically diverse backgrounds to apply.

#### **Birth for Humankind Board**

The Birth for Humankind Board currently meets every six weeks, after business hours, in Brunswick East. Meetings are currently three hours, and include regular strategic sessions within the Board agenda.

The Birth for Humankind Board currently has seven volunteer Directors, with experience in corporate governance, finance, maternal health, community services, fundraising, business development, risk management, strategic planning, executive management and human resources.

In addition to scheduled Board meetings, the Annual General Meeting and Strategic Planning sessions, Directors attend Birth for Humankind related events during the year, and attend additional meetings as necessary.

#### **HOW TO APPLY**

To apply for this position, please submit your CV and cover letter addressing the key selection criteria to [jobs@birthforhumankind.org](mailto:jobs@birthforhumankind.org)

For further information on the position, please contact Olivia Mason on 0412 856 736.