



Board Recruitment *Tool Kit*



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Welcome

Dear Prospective Member,

Thank you for your interest in becoming a Member/Director of the MHA Care Board of Management.

THIS kit has been designed to assist you in providing an overview of MHA Care. This kit will inform you about the role and responsibilities and process required to become a Board Member.

Please read the information provided. If you have any further questions please contact the Chief Executive Officer, John Dean, on (03) 5742 1120 or email jdean@mhacare.org.au.

If you would like to apply for a position on our

Board please complete the application form at the back of this kit.

Yours sincerely,



Paul Quinane | Chairperson
MHA Care Limited

Who We Are

MHA Care was formed to:

“Provide a comprehensive and co-ordinated system of community care services for frail, aged and disabled people and their carers across the Moira Shire”.

MHA Care (formerly Moira Healthcare Alliance) was founded in 1999 when the four existing health care services in partnership with Moira Shire Council formed an alliance.

Through this commitment MHA Care now delivers principal programs. These are:

- Assessment
- Respite
- Meals on Wheels
- Domestic Assistance
- Personal Care
- Property Maintenance
- Planned Activity Groups
- Moira Foodshare
- Yarrawonga Community Opportunity Shop

To deliver these services, MHA employs

50 direct Community care Workers, 20 Office staff and a team of 500 Volunteers. MHA Care is governed by a Board of Management, which has representation from the local health care providers, Shire and community members.

Vision, Mission, Values & Behaviours

Vision:
MHA Care will provide the right care for you.

Mission

MHA Care aims to deliver professional and timely services to support people in their homes and communities to promote their independence and wellbeing.

We will do this through:

- Well trained and professional staff delivering services with integrity and enthusiasm, Fostering strong community relationships
- Excellent communication
- A dynamic, committed and innovative team

Values

MHA Care has identified five core values that the organisation and its staff strive to live by, with more detail on these values set out below:

Compassion:

MHA Care's stakeholders represent some of the most disadvantaged and needy members of the community and the organisation's staff are committed to treating each of these stakeholders with compassion and respect.

Accountability:

The CEO and the Executive Team strive to maintain the highest levels of accountability for providing a high-quality, reliable service to the communities in which it operates.

Responsiveness:

MHA Care strives to provide a service that is responsive to the needs of its clients and stakeholders.

Transparency:

The BOM, CEO and Executive Team are committed to operating in a transparent way so as to promote the continuing confidence of its stakeholders in the organisation.

Sustainability:

The organisation provides services that are critical in maintaining the health and social-inclusiveness of its stakeholders, and MHA Care therefore seeks to ensure that it operates in a sustainable way so that these services can continue to be provided over the longer-term.

Signature Behaviours

MHA Care believes in six signature behaviours, these being:

- We deliver all of our services the way we would like them to be delivered to ourselves
- We promote all MHA Care services with integrity and enthusiasm
- We take ownership for all our actions and responsibilities
- We demonstrate that we are the best at what we do
- We treat everyone with respect and compassion
- We communicate clearly in an honest and transparent manner

Constitutional Objectives

The objects of the Company are to:

- Be a successor in law to Moira Healthcare Alliance Incorporated
- Provide a comprehensive, coordinated and integrated range of basic maintenance and support services for frail aged people, younger people with a disability, and their carers within but not limited to the Shire of Moira
- Provide flexible, timely services that respond to the needs of clients
- Provide services which are equitable between regions and responsive to regional differences
- Promote an integrated and coordinated approach between the delivery of home and community care and related health and welfare organisation and programs
- Extend invitations to members of the public to become members of the Company and through such membership to actively support the Company and assist it to carry out its objectives
- Operate on a not-for-profit basis
- Encourage the making of gifts and testamentary dispositions to or for the benefit of the company
- Raise monies for the above purposes by any method that seems appropriate and does not conflict with the objects of the Company

Organisational Overview

Current Board Members

MHA Care currently has 5 Directors, namely:

Paul Quinane
Chairperson & Independent Representative

Mr Bruce Pigdon
Yarrowonga Health Representative

Mr Dale Brooks
Cobram District Health Representative

Mr David McKenzie
Deputy Chairperson & Nathalia District Hospital Representative

Cr Alex Monk
Moirra Shire Council Representative

Management Team

John Dean
Chief Executive Officer

Chris Symmons
Manager Care Services

Hayley McGregor
Manager Corporate Services

Robin Harwood
Opportunity Shop & Foodshare Manager

Leadership Group

Wendy Farrall
Tearn Leader Assessment

Kelly Stephens
Team Leader Co-ordination

The Board's Role

The role of the Board is to:

- Determine the strategic direction of the organisation
- Review and approve the strategic plan, any business plans and the annual budget
- Appoint and review the performance of the CEO including succession planning for the CEO role
- Approve, monitor and be accountable for the financial and non-financial performance of the organisation
- Ensure an effective system of internal controls exists and is operating
- Ensure policies on key issues are in place and appropriate and that these can be applied effectively and legally to those participants or persons for whom they are intended

- Ensure financial and non-financial risks are appropriately identified and managed
- Review and approve the directors' report and directors' declaration and to ensure adequate and transparent reporting to the Company's members and any relevant authorities
- Ensure the organisation complies with all relevant laws, codes of conduct and appropriate standards of behaviour
- Provide an avenue for key stakeholder input into the strategic direction of the organisation
- Ensure director, board and chairman performance evaluation and professional development occurs regularly

The Board should meet with the external auditor annually to discuss the findings of the auditor and any identified issues that may have arisen from the audit.



Board Member Recruitment, Appointment and Development

The Board will conduct regular review of its members in order to identify the skills the Board requires in new members to enable it to govern well.

ALL Board Members are responsible for identifying prospective Board Members; recommending them for consideration to the Chair (or any Committee established by the Board to co-ordinate Board nominations).

From time-to-time the Board may approve when a prospective Board Member should be

considered and recruited, in light of Board composition and skills needed.

It is the responsibility of the Board to ensure there is an orientation program for new Board members.

It is the responsibility of the Board to ensure an annual evaluation and development plan for the Board, from time-

to-time informal evaluations, may be carried out.

The Board will annually consider the cost of these outgoing developments in its annual budget.

Committees will be developed and approved by the Board and members can be appointed to the Committees by the Board.



Board Member Position Description



The role's purpose:

Collectively the Board plays a critical role in governing MHA Care. The Board is responsible for the health of the organisation and ensuring that diligent oversight of the business performance and compliance performance.

Term

Three year term with the option of standing for re-election.

Resignation

In writing to the Board Chair.

Duties & Responsibilities

GOOD governance requires that the Board exercises leadership by being clear about its role, responsibilities, relationships and governance processes.

The Board is accountable for exercising the authority given to it through its Constitution.

The Board sees its role as one of governance:

- Holds its Chief Executive Officer accountable for the management of all delegated responsibilities
- Ensures policy adequately reflects the organisational aspirations
- Offers leadership in strategy achievement
- Ensures the Board is accountable to the membership

Is responsible for ensuring regular Board development; and discipline around its own performance and processes.

Sets the Board's work plan and agenda for the year.

Establishes the extent of its authority in establishing programs, budgets, administering finances and otherwise managing the organisation according to sound practice.

Exercises due diligence, fiduciary and risk management responsibility and ensures that these risks are identified and managed.

Improve performance through strategy formulation and policy making.

Monitor the organisation's performance.

Recruiting and overseeing the CEO.

Competencies Required

- Ability to work co-operatively.
- Leadership skills
- Sense of humour
- Commitment to MHA Care's Mission

Essential Personal Qualities

- Excellent written and oral communication skills.
- Excellent interpersonal skills. Use appropriate interpersonal styles and communication methods to present

information in a manner that others find persuasive and compelling.

- Demonstrated problem solving, decision making, negotiation and consultation and conflict resolution skills. Able to make sound decisions based on consideration of the facts and alternatives.
- Relationship Building - Able to establish and maintain relationships with people at all levels and builds trust through consistent actions, values and communication.
- Leadership - Demonstrating personal conviction and motivates others to achieve.
- Developing Others - Actively seeks to improve others' skills and talents by providing constructive feedback, coaching and training opportunities.
- Integrity - Conducts behaviour in the manner consistent with MHA Care's Code of Conduct.
- Ability to impact MHA Care's ethical and cultural standards to others.

Desirable

- Demonstrated computer skills and literacy and practical understanding and application to Microsoft Office software.
- Ability to utilise on-line products to review board materials.





Board of Directors Candidate Application

Education/Training/Certificates _____

Optional - Have you ever received any awards or honors that you would like to mention?

How do you feel MHA Care Limited would benefit from your involvement on the Board? _____

Skills, experience and interests (please tick all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Finance, accounting | <input type="checkbox"/> Policy development | <input type="checkbox"/> Special events |
| <input type="checkbox"/> Personnel, human resources | <input type="checkbox"/> Program evaluation | <input type="checkbox"/> Grant writing |
| <input type="checkbox"/> Administration, management | <input type="checkbox"/> Public relations, communications | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Non-profit experience | <input type="checkbox"/> Education, instruction | <input type="checkbox"/> Outreach, advocacy |
| <input type="checkbox"/> Community service | Other _____ | |

Please list any groups, organisations or businesses that you could serve as a liaison to on behalf of MHA Care Limited

Please tell us anything else you would like to share _____



Please submit
your application to:

Chairperson
MHA Care Limited

PO Box 376
Yarrawonga VIC 3730

Thank you very much for applying



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