

COMMUNITY HOUSING LIMITED (CHL)

Role Description for Non-Executive Director

December 2019

Role	<p>Non-Executive Director (NED)</p> <p>The NED plays a vital role in the good governance of CHL and the CHL Group of Companies. It is a part-time position.</p>
Reports to	Chair
Registered Office	26-28 Prospect St Box Hill VIC 3128
Company name	Community Housing Ltd ("CHL") ABN 11 062 802 797
Company overview	<p>CHL is a not for profit company limited by guarantee and a registered charity.</p> <p>CHL's principal activity is the delivery of affordable and sustainable housing in Australia.</p> <p>More information is available via CHL's website: www.chl.org.au and most recent Concise Annual Report: http://chl.org.au/news/publications/annual-reports/</p>
Current Board	<p>Chair: Fionn Skiotis</p> <p>NEDs: John De Vries Joe Duskovic Maureen O'Meara Karine Shellshear Dr David Week</p> <p>Managing Director: Stephen Bevington</p> <p>Company Secretary: Vlad Steinberg</p> <p>Further information on Board members is available in the Concise Annual Report (see link above).</p>
Role requirements	<p>CHL is seeking to appoint an appropriately skilled and experienced independent, part-time NED.</p> <p>The appointee must have a passion for housing and a clear commitment to achieving community housing outcomes.</p> <p>The role requires attending approx. 6-10 board meetings pa and sitting on a minimum of one Board Committee. The appointed NED will also be required to sit on at least one subsidiary company board.</p>
Duties and responsibilities	<p>The NED plays a vital role in corporate governance with a wide range of duties and responsibilities including:</p> <ul style="list-style-type: none"> • Attend General Meetings of members and Board and Committee meetings; the last two may be attended via telephone hook-up or other electronic means • Provide experienced, sound advice to the Chair and Managing Director (MD)

	<ul style="list-style-type: none">• Provide constructive scrutiny of policies, proposals and plans developed by CHL and contribute to the development of strategy• Support the executive leadership of the organisation while monitoring their conduct; in particular assist the Chair and MD to develop the organisation to meet its future challenges and responsibilities• Constructively challenge and contribute to the development of strategy• Scrutinise the performance of management in meeting goals and standards, and monitor the reporting of performance and service quality• Satisfy her/himself that financial information is accurate and that internal systems and controls are robust and defensible• Ensure the Board acts in the best interests of the company, the public and other stakeholders and is fully accountable for all services provided and public funds used
Skills and experience	<p>The skills and experience required to undertake the NED role include:</p> <ul style="list-style-type: none">• Detailed understanding and knowledge of the responsibilities of a company director• Strategic expertise with the ability to review strategy by constructive questioning and suggestion in order to contribute to the effective decision making of the board• High level communication skills both verbal and written• Board level experience in the private or public sector in a medium organisation with a reform agenda• Diverse skills and knowledge including in: high-level government roles; commercial / corporate experience; accounting / financial management; experience in social and affordable housing development / management; or social research would be welcome• Knowledge of the community housing sector would be an advantage
Education and qualifications	<ul style="list-style-type: none">• A degree in a relevant discipline or qualifications in real estate would be an advantage• Graduate membership of the AICD would also be valued
Remuneration	Directors' fees are paid in accordance with company policy
Enquiries	All enquiries should be directed to the Company Secretary at companysecretary@chl.org.au