



Wellington Women's Health Collective

Wāhine Ora O Te Wāimapihī

Role Description: Board member

About the Wellington Women's Health Collective

The Wellington Women's Health Collective ("the Collective") is a small not for profit organisation that has at its heart the wellbeing of women, by providing Support, information and Counselling to low and no income women. We welcome anyone who identifies as a woman. We were formed in 1986 and since then have become an established part of the Wellington community.

Our purpose

The Wellington Women's Health Collective is an accessible organisation committed to supporting low-income women to make empowered choices about their mental and emotional wellbeing.

We deliver support services and counselling to promote positive change for low income women in a safe, compassionate and empowering environment.

We also recognise the value of early and pre-diagnosis intervention and provide support to women who are not eligible to access public mental health services, as well as to women who may not be eligible for topic-specialist support or counselling.

Our values, our foundation

Our work is underpinned by a set of values that apply to how we do our work together and with the women that come into the Collective:

- Championing compassion and kindness to the self and others
- Practicing respect and maintaining dignity for all women
- Supporting pro-choice, believing that every woman has the basic human right to decide when and whether to have children
- A commitment to supporting low-income women gain access to health services, including wellbeing
- Ensuring the Collective is a safe and empowering place for women
- Working in partnership as a team to support women, and partnering with other organisations for stronger impact for women's wellbeing

Role of Board member

The role of the Board member at the Collective is interesting and hands on, as we have a very small staff team, and Board members are often involved in many aspects of work of the Collective.

The Board is fairly new, having changed our organisational structure early in 2021, and we are looking to expand the membership to ensure that we have the skills and experience to ensure the Collective can consolidate and then grow into the future.

As a women's organisation we are specifically looking for women who want to lend their skills and experience to benefit the mental health and wellbeing of women in Wellington.

As a Board member you are responsible for the overall vision, effective management, sustainability and reputation of the organisation. This will include:

- Providing collective leadership in ensuring that the Collective operates in accordance with its own Rules and furthering its purpose;
- Promoting and reviewing as necessary the Collective's purpose and values (detailed above);
- Ensuring the Collective's activities and transactions are advancing its purpose;
- Protecting and enhancing the reputation of the Collective;
- Ensuring the Collective is effectively and sustainably managed;
- Actively promoting the work and development of the Collective;

What we would expect of you:

- All Board members will need to be, or willing to become, a member of the Collective.
- You to give at least 2-5 hours per week. This includes monthly meetings as well as leading work within the organisation.

Relationships

Internal

- Manager / Admin
- Fundraiser
- Bookkeeper
- Support workers
- Volunteer Counsellors
- Other Board members

External

- Stakeholders & Funders
- Agencies we engage with such as Audit services
- Other related Community groups
- Local council
- Public eg through publicity or events

Role Description

Strategy and Leadership

To work collaboratively with other Board members, staff and volunteers to develop and hold the vision of the Collective and ensure the reputation of the organisation.

- Promote the Collective's purpose and values;
- Develop and review the Strategy and long term goals of the organisation, ensuring that the Collective's values and purpose are adhered to in how we work;
- Input into and approve annual workplan for the organisation, in line with approved budget, delegating appropriate responsibility to enable work to be done effectively;
- Accountable for group decisions so the organisation speaks with one voice;
- Proactive leadership of one-off or on-going projects as required by the Collective;

Networking and Communications

To ensure consistent and effective communication about the Collective's work.

- Ability and willingness to promote the Collective to funders and in the wider Wellington community
- Effectively communicate and engage with all aspects of the Collective's work
- Develop and approve the communications and positions the organisation takes is in line with the Collective's values and purpose;
- Ensure the reputation of the organisation through consistent and collective representation.
- The ability to work and communicate through various media, including video conferencing and email

Effective Management

To ensure that policies, procedures and plans are in place to ensure legal compliance, duty of care to staff, volunteers and clients, best practice are met.

- To be accountable and hold others to account for progress against agreed workplans;
- Ensure business continuity and sustainability of the Collective
- To recruit staff as required and oversee remuneration;
- To delegate to staff as appropriate
- Ensure Collective complies with all laws and regulations that govern our work, including development and review of policies and procedures;
- Develop, monitor and be accountable for the Collective's business controls and risk mitigation policies and procedures;
- Ensure risk assessment and mitigation is a part of all of the Collective's activities;
- Lead and guide staff in areas of expertise, eg Communications;
- Ensure best practice and legal compliance of health and safety for all staff, volunteers and clients;

Financial Management

To ensure the financial sustainability of the organisation

- Develop and approve annual budget in context of the Collective's resources, strategy and priorities, as necessary;
- Monitor income and expenditure against approved budget, revising budget and priorities if necessary;
- Responsible for managing the Collective's assets, ensuring a wise use of resources;
- Develop and approve funding strategy, and input into and approve major funding applications;
- Actively monitor, assess and mitigate against risks of fraud and/or conflicts of interest.

Person Specification

General

Qualifications and experience:

- Experience or qualification in health wellbeing services in Wellington or Aotearoa;
- Governance experience or involvement in strategy and leadership;
- Experienced in developing and writing policies and procedures.

Knowledge and competences:

- Knowledge or experience in the not for profit sector, preferably some experience of the women's sector;
- An understanding of women's issues, particularly around health and wellbeing;
- An understanding of Te Tiriti o Waitangi and a commitment to practicing its principles in the workplace;
- An ability to understand and analyse financial reports;

Personal qualities and ability:

- Passionate about improving the lives of women;
- Consistently deliver on commitments and show a high level of personal and professional integrity;
- Enthusiastic, innovative and ambitious for the Collective;
- Effective communicator, with an ability to inspire and empower others;
- Analytical and confident to think independently and critically;
- Shows empathy, an ability to actively listen;
- Skills to resolve conflicts, ensuring all parties feel heard and respected;
- Comfortable and able to work collaboratively with all those working with the Collective;
- A demonstrable commitment to upholding the purpose and values of the Collective;
- Ability to see the big picture, and being able to translate that into achievable short, medium and long term goals;
- Ability to identify problems, and be solution focused, finding compromise and accommodation of alternative views;
- An ability to operate in an accessible organisation, practising tolerance and understanding of multiple points of view.

Specialised skills and experience

There are specific skills that we are looking for to strengthen the skills and experience in our Board which include:

Financial management

- Experience, qualification or working knowledge of organisational financial management.

Human Resources / Legal

- Background in human resource management, policies and procedures;
- Knowledge or experience in developing policies and procedures, to ensure legal compliance.

Fundraising

- Knowledge or experience in writing grant applications;
- Knowledge or experience in community fundraising and event organising.

Therapy or Wellbeing

- Knowledge or experience in support work, social work, counselling, health services or similar.

Te Tiriti o Waitangi

- Working experience and knowledge of Te Tiriti O Waitangi;
- Connections with Maori in Te Whanganui-a-Tara.