PANDA Board Member – Position Description

<table>
<thead>
<tr>
<th>Role</th>
<th>Board Member – Finance and Legal</th>
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</thead>
<tbody>
<tr>
<td>Location</td>
<td>National</td>
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<td></td>
<td>Applicants from all States welcome</td>
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<tr>
<td>Entity</td>
<td>PANDA – Perinatal Anxiety &amp; Depression Australia</td>
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PANDA (Perinatal Anxiety & Depression Australia) is currently seeking a Board member with experience in finance, who is committed to the emotional and mental wellbeing of expecting and new parents. Perinatal anxiety and depression are common and serious mental health concerns, affecting around 100,000 families each year. Each year, PANDA supports individuals and families across Australia to understand and recover from perinatal mental illness, namely anxiety and depression through a range of specialised supports including our national Helpline, by raising awareness and through the provision of education to health professionals and the wider community. PANDA’s reach and service delivery continues to grow as our advocacy and remit expands. The governance and stewardship of the organisation is vested in a skilled Board with a passion and commitment to ensure that the vision, mission, values and strategic plan are translated into action.

About PANDA
PANDA is a highly reputable, not-for profit organisation which supports individuals and families across Australia affected by emotional and mental health difficulties during pregnancy and in the first year of parenthood. In response to continually increasing community needs, and increased awareness of mental health, PANDA has evolved into a valuable and vital service, funded by Federal and State Governments and sponsorships with partnering organisations.

Led by a skilled and committed Leadership Team, PANDA provides the following important services:

- **National Helpline** - Australia’s only specialised National Helpline dedicated to perinatal mental health, which has received over 42% more calls during COVID-19 times.

- **Intensive Care Coordination Program (Victoria and South Australia)** – Provides care coordination and ongoing counselling and support for new and expecting parents with severe perinatal mental illnesses.

- **PANDA Learning Hub** - delivering:
  - **Community Education Program (funded for Victoria, delivered nationally)** - Trained volunteers share their own stories and run educational activities to raise awareness of perinatal anxiety and depression in new parent groups, playgroups and other community settings.
  
  - **Health Professionals Training (funded for Victoria, delivered nationally)** - Training for health professionals who have a key role in addressing the emotional and mental wellbeing of expecting and new parents.
- **Community & Clinical Champions Program** - A national network of volunteers who champion PANDA’s mission to support families in a positive transition to early parenthood.
- **Supported Playgroups (funded for Victoria, delivered nationally)** - Information and resources for those wishing to establish a group program that meets the needs of parents at risk of/or experiencing perinatal anxiety or depression.
- **Health Promotion Activity** – developing national health promotion resources for men to support their perinatal mental health and well-being.
- **PANDA Website** – providing a range of evidence-based tools and resources to individuals, health care providers and workplaces through accessible, translated content.

**Composition of the Board**
The PANDA Board is a national Board, currently comprised of eight Board members from NSW, VIC, SA and the ACT. Board members are appointed based on their skills, experience and expertise that will best complement the Board to effectively achieve its goals.

**Role of the Board**
The role of the Board is to govern PANDA in such a way that it is able to pursue its purpose successfully.

The Board is responsible for a range of functions, including but not limited to:

a) improving the performance of PANDA through strategy setting and policy making, including ensuring there are adequate resources;

b) monitoring and evaluating PANDA’s performance against the agreed goals and objectives, strategies and plans;

c) considering the viewpoints of the various stakeholders;

d) implementing effective governance and risk management strategies;

e) delegating responsibility for the administration and operations to the Chief Executive Officer (CEO); and

f) providing guidance and oversight to senior management.

**Time Commitment**
- The Board typically meets every six weeks (approximately eight times per annum).
- Board meetings are conducted in the evening via Zoom including an annual face-to-face meeting typically held during business hours.
- Appointees are expected to attend at least 75 percent of Board meetings.
- If applicants are appointed to other Boards, they are expected to manage their time appropriately and demonstrate commitment in their preparation and contribution to the Board meetings and/or committees.
- Applicants should give careful consideration to any existing and anticipated demands on their time.
- Board members are generally expected to participate in one or more of the Board’s committees, which include: Finance, Audit and Risk Committee and Governance Committee.
Term of appointment
Successful applicants will be appointed for an initial term of two years (unless otherwise determined by the Board). According to the Constitution, tenure must not exceed ten years in total.

Remuneration
Voluntary (travel expenses are reimbursed).

Key Selection Criteria
Applicants will be shortlisted on the basis on their skills, experience, knowledge or networks in relation to the following key selection criteria (one or more of the following is required):

- **Financial**: Certified Accountant with CPA Qualifications. It is desirable that the applicant is a qualified accountant who is a member of either Institute of Chartered Accountants (CA) or Certified Practicing Accountants Australia (CPA)
- **Legal Expertise**: understanding of legal matters in relation to for-purpose organisations.

Other Desirable Selection Criteria (one or more)

- **Mental health governance**: Leadership, practice, governance, safety and quality standards in the delivery of mental health policy and practices
- **Perinatal mental health policy planning & delivery**: including the development of relevant policies and practices for optimum service delivery
- **Corporate Partnerships**: and activities involved in identifying and developing sustainable partnerships to ensure long-term organisational viability.
- **Advocacy & Government Relations**: Knowledge and experience of working with senior levels of government. Understanding of State and Federal funding programs and budget and reporting processes.

Desired Skills for all Board Members
In addition to the specific skills outlined above, skills or experience in the following areas would be considered favourably:

- Understanding of the for-purpose sector.
- Ability to read and interpret financial reports at a senior management level.
- Ability to contribute to strategy through experience at a senior management level.
- Previous experience on Boards or senior management reporting to a Board (beneficial but not essential).

Personal qualities for all Board Members
1. Personal and professional integrity.
2. High-level interpersonal and influencing skills, including the ability to work within a team.
3. Sound independent judgement.
4. Ability to apply critical thinking.
5. Genuine interest in perinatal mental health and the ability to utilise that experience for the benefit of other sufferers and organisational operations.

Commitment to Lived Experience, Diversity and Inclusion
Lived experience, diversity, inclusion and are fundamental at PANDA. We are passionate about building and sustaining an inclusive and equitable working and learning environment for all team members, employed and volunteer. We believe every member on our team enriches our organisation by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

How to apply
You are invited to submit an application by sending the following documents to nellie.harrison@panda.org.au on or before 20 May 2022.

- Cover letter explaining why you want to join to Board of PANDA and your relevant skills/knowledge in relation to the key selection criteria
- Curriculum Vitae (CV)

Please note, to be considered, the key selection criteria must be addressed.

Enquires
If you would like to discuss this position, please call or email Kathi Boorman, Board Director, on 0455 331 565 or kathi.boorman@onedoor.org.au