

Limbs 4 Life Inc.



Board of Management
Information Pack

September – October 2011

Board Member

Limbs 4 Life Board of Management Board Member Role Application 2011

Limbs 4 Life (L4L) has three (3) Board vacancies and is seeking applications from suitably qualified individuals to join our skills based Board of Management (BoM).

Limbs 4 Life Overview

Our Mission

To provide information and access to support and resources to amputees and their care givers while promoting an inclusive community

Established in 2004, Limbs 4 Life is a non-profit, non-government organisation and the peak body for amputees in Australia. The organisation was developed to provide information, support and access to resources, for people in the Australian community affected by the loss of a limb.

In November 2009, co-founder and EO, Melissa Noonan was presented with the 2009 National Disability Award for Social Inclusion.

Limbs 4 Life actively engages in community education and awareness programs to raise the profile of limb loss to the broader population and to highlight the causes of amputation being diabetes, vascular disease, cancer, trauma, infection and congenital deficiencies. In Australia the amputee population equates to more than 1/1000. Diabetes Australia states that over 3,500 individuals undergo amputation due to diabetic related causes each year while approximately 100 children are born with limb deficiencies annually.

Our objective is to ensure that these members of our community are aware that they are not alone. Losing a limb can be a challenging way of life for each individual, however, receiving assistance from an organisation that understands and can help to facilitate needs, can help to ease the burden.

Limbs 4 Life is governed by a voluntary Board of Management comprised of passionate members with an array of corporate, community, health and non-profit experience. The Board's responsibilities include ensuring the following; high levels of accountability to stakeholders, funds provided to Limbs 4 Life are managed appropriately and that Limbs 4 Life acts legally and ethically whilst providing strategic direction, managing risks, monitoring compliance and raising community awareness.

In seven years Limbs 4 Life has researched, developed and rolled-out a number of programs and services that assist amputees, their families, care-givers and health care professionals. Due to consumer demand, a number of these programs are offered nationally.

Limbs 4 Life Programs & Services

Peer Support Program

At Limbs 4 Life we believe that no amputee should ever go through the trauma of limb loss alone and as a direct response to this, the Peer Support Program was established. The purpose of this program is to provide support and access to resources both pre and post amputation, for individuals, their families and primary care-givers. The successful Peer Support Program currently has 85 amputee volunteers operating in 3 states of Australia. The program is based on a model of mentoring that has been used for a number of years, for many different health and well-being issues. It is used in conjunction with and to complement the services which medical professionals provide and also to fill a gap within the healthcare system.

Amplified Magazine

The Amplified Magazine is a unique publication specifically developed for the amputee members of our community. The magazine is published bi-annually and is distributed nationally to all prosthetic and orthotic facilities, rehabilitation centres and community organisations. Amplified is a free publication and is distributed by mail and email.

Social and Sports Programs

Limbs 4 Life runs and promotes a number of Social and Sports programs designed specifically for amputees of all levels of ability and mobility. Social and sporting events are integral to the general well-being of our amputee community as they are tailored to help with fitness and assist with balance, core stability and flexibility. The Social and Sports programs foster invaluable community interaction and participation.

Website and AMP-Link Forum

The Website is yet another way that Limbs 4 Life is helping to ensure that amputees and their care-givers can access information. The AMP-Link online forum was created by demand from the community and offers a virtual form of peer support. It offers a new medium for amputees to connect and talk with each other, especially important for those living rurally and individuals who may otherwise be socially isolated. The forum is moderated on a 24 hour basis by experienced amputees. Limbs 4 Life provides additional platforms for community engagement via social media sites like Facebook.

Amputees in Motion

Developed to educate amputees about prosthetic care, the health and funding system, to create awareness and promote systemic change. The pilot of this project was held in Melbourne in November 2010. One outcome of the pilot led to the Royal Children's hospital in Melbourne updating their range of knee and feet units offered to children resulting in better long term health benefits. The forums have been held in capital cities and rural and regional areas around the country. See www.limbs4life.com for more details on our programs and services.

The Role of the Board

The role of the Limbs 4 Life Board of Management is to oversee and where required, strategically manage the business of the organisation. The Board has two broad purposes, compliance and performance:

- Governance - conform with or exceed all legal requirements
- Performance - assist the organisation to perform to its best potential

The Board of Management will be specifically required to:

- Convene meetings of the Board
- Develop (in consultation), implement, evaluate, report and improve where and when necessary:
 - an organisational strategy and strategic plan
 - the organisational investment plan/funding proposal/business plan
 - an organisational risk management plan and/or policy, and
 - the annual report including key performance outcomes for submission to the Annual General Meeting (AGM) of L4L
- Ensure that performance monitoring of activities is implemented
- Appoint sub-committees/standing committees
- Receive the annual independent audit report and act on any management recommendations arising from this or other audits
- Undertake, subject to some limitations, any financial, administrative and governance function pursuant to the organisation, including adopting procedures, policies, guidelines, quality assurances or other processes
- Endorse the annual operations budget
- Recruit, oversee, manage (and if required, remove) the Executive Officer

The Board of Management

The Limbs 4 Life Board of Management is:

A skills based Board – meaning that members are selected (following an open, advertised call for applications) based on their skills and experience, related to a pre-defined set of criteria (the Selection Criteria)

Comprised of 12 members - including key office bearers: the Chair, Deputy Chair, Treasurer, Deputy Treasurer, and Secretary.

Board Member Responsibilities

As a member of the Limbs 4 Life Board of Management you will be required to:

- Attend all Board meetings including special meetings and participate constructively in discussion and decision making
- Attend the Annual General Meeting
- Prepare for Board meetings by reading, preparing comments and contributing to working papers and proposals for decision by the Board
- Participate at meetings within accepted meeting policy procedures and conduct
- Exercise loyalty to the organisation and confidentiality concerning its internal affairs as discussed at Board meetings
- Provide support to fellow Board members and staff as they perform their duties
- Provide candid, open, honest feedback and evaluation when appropriate
- Maintain awareness of legal, financial, employment, planning and evaluation responsibilities
- Take initiative in informing the organisation of opportunities for funding and program development
- Attend sub-committees (where appropriate) and work groups where necessary and participate as required
- Fulfil commitments within agreed deadlines
- Support the organisation and its Officers in times of controversy or crisis
- Utilise professional and personal networks

Tenure

The Limbs 4 Life Board of Management members are generally appointed for a three (3) year term. In an effort to retain corporate knowledge, the tenure of Board members is staggered so that only half the Board is due for re-election at the one time. If either party wishes to withdraw from the Board appointment, the appointment may be withdrawn at any time with immediate effect.

Commitment

A Limbs 4 Life Board of Management member, by accepting his/her position is making a commitment to Limbs 4 Life both in terms of time and also responsibility, the details of which are outlined below.

Potential Time Commitment

Board Meetings (~ 8 meetings per annum)

- Preparation time (~ 2 - 3 hrs per meeting)
- Meeting time ~ 2 hrs

Special Meetings/AGM

- Preparation time (~ 2 hrs per meeting)
- ~ 1 - 2 half day meetings per annum (~ 3 - 5 hrs per meeting)

Board Planning/Retreat (Strategic Business Planning & Risk Management Planning)

- Preparation time (~ 4 hrs)
- 1 days per annum (~ 8 hrs per annum)

Committee Meetings – optional

- Preparation time (~ 2 - 3 hrs per meeting)
- 4 half day meetings (~ 3 - 5 hrs)

Estimated hours: ~ 80 - 120 hrs (over 12 – 20 actual days) per annum

Board Role – Position Description

A copy of the Board Member role description is available as an attachment to this Information Pack.

Board Member Induction

Following the selection and endorsement of new Board members, an induction will be provided for the new Board of Management members (timing to be advised).

This will include information sessions on:

- the history and context of L4L
- strategic direction
- Constitution and conflict of interest
- L4L financial statements
- orientation meeting with the Board Chair and the L4L EO

The induction will include a formal handover with the current Board of Management and an opportunity to meet the L4L staff.

Board of Management induction:

- Preparation time (~ 2 - 3 hrs)
- Duration ~ 1 day

At the commencement of the induction the new Board members will receive:

Terms of Reference for the Board and Board committees

- Key L4L policies and procedures including:
- L4L Governance Guidelines
- Delegation of Authority
- L4L Risk Management Policy
- Copy of the L4L Constitution
- Copy of the current Insurance Policy
- Board packages for the last three Board Meetings

Selection Criteria

The Limbs 4 Life Board Member position is voluntary and non-paid.

Essential criteria:

1. Knowledge and/or experience of the not for profit sector, gained through participation as an employee, previous Board membership or through a demonstrated related experience such as being a public sector employee and acquiring an understanding of the issues facing not for profit organisations in the current economic climate and government policy framework, at both state and commonwealth level.
2. Demonstrable knowledge, experience and/or qualifications in at least one of the following areas that could be readily transferable to the not for profit sector:
 - Legal practice (Jurisprudence) relevant to business management and non-government organisations (NGO)/not for profit (NFP)
 - Marketing, promotions, public relations and communications
 - Fundraising or alternative funding mechanisms
 - Research (health, social) expertise
 - Human Resource Management
 - Stakeholder management, engagement and communications
 - Industry, corporate and/or community engagement
 - Accounting, Finance and Business Management (including Risk Management)
 - Experience in the management or oversight of government funding or similar
 - Information Management and Systems

The above list of skills experience is listed in order of priority for L4L.
3. Time, energy and ability to attend and participate constructively in meetings and to provide pro-bono expertise, as required as well as awareness of meeting procedures and accepted behaviours
4. Commitment to the aims and objectives of the organisation and willingness to undertake responsibility for a leadership position e.g. chairing a sub-committee or nominating as an office bearer

Desirable Criteria:

1. Experience as a Board member or reporting to a Board preferably a not for profit Board
2. Extensive networks and contacts in business, industry or government
3. Holding equivalent or higher qualification, Australian Company Directors (Certificate I) Course (Australian Institute of Company Directors), Leadership Victoria Not for Profit Board/Governance training or equivalent
4. An interest and understanding of health issues, health funding especially related to the disability areas and those issues specifically impacting on amputees

Application Procedures and Deadline

Applications should include:

- a Resume or Curriculum Vitae, and
- a brief statement explicitly addressing each relevant selection criteria

It is intended that the final statement addressing all criteria should be about 1 – 3 pages in length.

Applications should be address to:

“The Chair, Nominations Committee, Limbs 4 Life”
and marked
“Confidential - Board of Management”.

Applications can be: Emailed to: info@limbs4life.com, or Posted to: PO Box 282,
EAST DONCASTER VIC 3109

Applications close 6 pm on Wednesday 5th October 2011

Applications will be reviewed by a selection panel. This panel will assess application against the Selection Criteria; seeking a broad range of complementary skills.

Applicants shortlisted will be contacted to schedule interviews by 12th October 2011; it is anticipated interviews will be conducted from 14 October 2011 and concluded by 22 October 2011.

Following the assessment, a recommendation will be made to the Life 4 Limbs Board for endorsement. It is anticipated that applicants will be advised of the outcomes of the selection process by 4 November 2011. The Board of Management meeting with the new Board will take place shortly following the induction.

The selection panel will consist of:

- L4L Nominations Committee members which consists of:
- L4L Board Members; and
- L4L Executive Officer

Further information

For information about the position please contact either David Evans or Carmen Keshishian of the Limbs 4 Life Nominations Committee on —

1300 782 231 or via email on info@limbs4life.com

Useful Links & Further Information

- Additional information about Limbs 4 Life can also be found on our website at www.limbs4life.com
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- Additional information about Incorporated Associations can be found on the Consumer Affairs Victoria website at www.consumer.vic.gov.au
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- Additional information about Board roles can be found on the Australian Institute of Company Directors website at www.companydirectors.com.au
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- Additional information about Volunteering can be found at the Volunteering Victoria website at www.volunteeringvictoria.com.au and the Victorian Government Volunteering Portal at www.volunteer.vic.gov.au