

Volunteer Board Director Youth Representative Information and Position Description

Acknowledgement of Country:

The Twenty Ten Association Incorporated (Twenty10) is based on the lands of the Gadigal peoples. We acknowledge that our work takes place on lands that are under colonial occupation and that sovereignty has never been ceded. We pay our deepest respects to Gadigal elders, past and present, and wish to extend this respect to all Aboriginal and Torres Strait Islander People across this Country we know as Australia.

Position Objective:

Twenty10 is looking for a young person aged 18 to 26 who would be interested in joining the volunteer Twenty10 Board of Directors (the Board). The Board is a group of between 5 to 10 people who are responsible for the future of Twenty10 and ensuring that Twenty10 is meeting all its legal, financial and ethical obligations. The Board is led by LGBTIQ+ people and reflects the diversity of our communities. There is one youth representative position available.

About Twenty10 :

Twenty10 works with people of diverse genders, sexualities and innate variations in sex characteristics (LGBTIQ+), their families and communities. We provide a range of specialised services for young people aged 12-25 including housing, mental health, counselling and social support. For people of all ages we offer telephone support and webchat as the NSW provider of the national QLife project. We also offer inclusivity training and consulting for organisations and service providers across most sectors.

Our vision is a world where people of diverse genders, sexualities and innate variations in sex characteristics (LGBTIQ+) experience positive health and wellbeing outcomes and feel secure, connected, and celebrated. Twenty10 is a charity, and an Incorporated Association in NSW. This means we have special laws that we need to comply with.

About the role :

The Board is legally responsible for Twenty10. That means the decisions of Directors (the people who make up the Board) must be made in the best interests of the organisation. Directors must also make sure they understand the decisions they are making, and that they are legal and ethical. You can do this by asking questions, requesting the Board seeks advice from specialists, or by asking for more time to consider your decision.

Directors are also responsible for championing Twenty10. This means that Directors should be able to talk about the important work Twenty10 is doing and be able to rally support for the organisation.

The Australian Charities and Not-for-profits Commission calls Directors “Responsible Persons” and states that Responsible Persons must:

- act with reasonable care and diligence
- act honestly and fairly in the best interests of the charity and for its charitable purposes
- not misuse their position or information they gain as a Responsible Person
- disclose actual or potential conflicts of interest



- ensure that the financial affairs of the charity are managed responsibly, and
- not allow the charity to operate while it is insolvent.

From [Responsible Persons - board or committee members | Australian Charities and Not-for-profits Commission \(acnc.gov.au\)](#). The NSW Department of Fair Trading also has information at [Management committee | NSW Fair Trading](#)

Directors are elected to the Twenty10 Board for four years and can be elected again for a total of eight years. There are two Co-Chairs and one Treasurer. These roles have a limit of four years (but can continue to serve an additional four years in another position). Directors can resign if they are unable to fulfil their four-year term. If this happens The Board can fill in the vacancy outside of the usual election cycle.

As a primarily peer-based organisation- Twenty10's Constitution (the rules that govern Twenty10), states that we must have a Board Director who reflects some of the age demographic that we work with. It allows for perspectives to be shared from a young person and is an essential part of the way Twenty10 works.

Selection Criteria:

- Passionate about LGBTIQ+ wellbeing and Twenty10
- Understanding of the diversity of the LGBTIQ+ communities
- Knowledge of key issues for LGBTIQ+ people in NSW
- Stable internet connection for video conference Board Meetings
- Able to commit to attending Board meetings as required, as well as additional meetings and/or days as the Board agrees (you will be part of choosing days and times)
- Understanding of the [ACNC Responsible Persons](#) and [NSW Fair Trading Committee Members](#) responsibilities and duties.
- Willingness to get a NSW Working with Children Check for volunteers (it is free!)
- Are not on the [ASIC banned and disqualified register](#) or the [ACNC disqualified persons register](#)

Key responsibilities:

Directors are required to attend Board meetings. There are at least 8 each year, however the Board can decide to meet more often. Currently the Board meets once a month for two hours. Directors receive pre-reading (Board papers) the week before to assist them in preparing for the meeting.

The Board also communicates via email outside of Board meetings and can make decisions via email if enough people participate. If there is an urgent issue, the Board may call additional meetings outside of the regular schedule. The Board may also organise training, planning and/or strategy days. The Youth Representative may liaise with Twenty10's Queerleaders as required in collaboration with the CEO and relevant staff.

Directors are also required to comply with laws that apply to Twenty10 and the Twenty10 Constitution to follow Twenty10 policies and procedures (including a Code of Conduct), and to make sure that they don't act in ways that could damage Twenty10's reputation.

Induction and Training:

Whilst all that might seem like a lot, you're not on your own! The Board works together, and everybody has a different skillset. If you don't know your Balance Sheet from your Profit and



Loss, the Treasurer will be able to explain things to you so that you're reading financial statements like a pro. We also provide an induction and training process for new Directors, and Boards often engage in regular training sessions to help everyone understand their roles better. We can also assign you a mentor or Board buddy to assist with your learning and development.

Application process:

Complete the Twenty10 Board Director, Youth Position, Expression of Interest form by Monday April 29, 2024. If you have any questions, please contact Public Officer / CEO, Jain Moralee on jain@twenty10.org.au or 02 8594 9555.

Next steps:

Applicants will be informed if they have been shortlisted or not by email. If you are shortlisted, we will organise a meeting with two representatives from our Board. If successful we will need to collect some additional information.

- Your legal name (we need to provide your legal name to the ACNC and ATO)
- Your residential address
- Signed copies of the Twenty10 Confidentiality Agreement (this states that you will not share confidential information outside of Twenty10) and Agreement to Act (this states that you agree to become a Director of Twenty10 and understand your responsibilities).

