

Board Member – Secretary [voluntary]

Brisbane Youth Service [BYS], a respected leader in the Community Services Industry, is seeking expressions of interest from suitability qualified professionals with at least 5 years' experience in a relevant field of expertise [i.e. property and/or commercial law background] to apply for the position and serve in the capacity of Board Secretary.

This is an exciting opportunity to be involved in a growing and innovative organisation that creates real change in young people's lives. BYS is committed to evidence informed practice, monitoring our impact, and delivering quality services to enable young people to navigate life challenges and thrive in the community.

About Us With a vision of New Futures for Young People, BYS is a non-profit organisation that has been working with homeless and vulnerable young people and young families in Brisbane and surrounding areas since 1977.

Our Values The organisation employs almost one hundred and fifty staff and provides emergency assistance, housing, physical and mental health services and specialist programs for young women and young families.

Respect Through research and evaluation, we build knowledge to improve outcomes for young people and raise awareness of issues impacting vulnerable young people

Optimism in our community.

Accountability BYS has a long history of working with First Australians and our Reconciliation Action Plan sets out our continuing commitment contribute to building reconciliation and Closing the Gap.

Resilience Brisbane Youth Service is an Incorporated Association, a registered Charity, a registered Community Housing Provider, and an accredited provider under the Human Services Quality Framework.

For more information about Brisbane Youth Service, please visit: <http://brisyouth.org>

About the Board

The BYS Board provides governance and strategic leadership to position the organisation for maximum impact.

The current BYS Board is made up of members with skills, qualifications and experience across governance, financial management, legal, ethics, the non-profit sector, social work, and marketing. Refer to the BYS website for an overview of our current Board members.

BYS employs and supports individuals that are unique. We welcome people from all cultures, religions, ages, genders, sexual orientations, abilities, and socio-economic backgrounds.

We value and celebrate diversity. BYS welcomes people from diverse backgrounds to join us in our work as Board Members.

Time Commitment

Board meetings are held monthly after business hours at the Fortitude Valley office and are approximately two hours in duration. In addition, the Board holds two strategy days per annum. Board members are expected to review papers prior to Board meetings, and attend the Annual General Meeting held annually in November.

This Opportunity

BYS is seeking expressions of interest from suitability qualified applicants with at least 5 years' experience in a relevant field of expertise [i.e. property and/or commercial law background] to apply for the position and serve in the capacity of Board Secretary.

The Secretary's functions include:

1. Calling meetings of the Association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President of the Association;
2. Ensuring minutes are kept of each meeting;
3. Ensuring copies of all correspondence and other documents relating to the Association are kept;
4. Ensuring a register of members of the Association is maintained;
5. To be the official link between the Queensland Office of Fair Trading and the Association;
6. To be the formal conduit for communication between the Association's Board, Members and staff.

Experience in large scale community and/or commercial housing would be beneficial, to complement the balance of skills and experience of existing Board Members. The work of BYS is complex and the expectations regarding probity and accountability to a variety of stakeholders are high.

Applying for this Board Position

To be considered for this Board position please provide your curriculum vitae and a cover letter outlining:

1. Your interest in joining the Board of Brisbane Youth Service Inc and your understanding of the non-profit sector.
2. Your ability to actively contribute to a positive Board culture, robust decision making and the organisation's strategic direction and long-term sustainability.
3. Demonstrated understanding of the challenges facing the community sector in general, and vulnerable young people experiencing homelessness or at risk of becoming homeless.
4. Demonstrated experience in desirable fields of expertise that would contribute to the success and sustainability of BYS.
5. Must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border
6. Your understanding of, or ability to acquire, an understanding of the Associations Incorporations Act 1981 and the requirements of Boards of incorporated associations.

Previous experience as a Board member is not a requirement but would be favourably considered.

Please forward your expression of interest to hr@brisyouth.org by **9.00am Monday 19 August 2024**