



CONGRESS CO-CHAIR POLICY

Co-Chairperson

Co-Chairperson

PURPOSE

The National Congress of Australia's First Peoples Ltd. (the Congress) has been established for the purposes of:

1. providing national leadership and recognition of the status and of the rights of Aboriginal and Torres Strait Islander people as First Nations Peoples;
2. protecting and advancing the wellbeing and rights of Aboriginal and Torres Strait Islander peoples and communities;
3. providing a representative voice of, and a conduit for communications with and between, Aboriginal and Torres Strait Islander peoples;
4. securing economic, political, social, cultural and environmental futures for Aboriginal and Torres Strait Islander peoples and communities by working with governments, service providers, communities and other stakeholders;
5. building strong relationships with government, industry and among Aboriginal and Torres Strait Islander peoples and communities, based on mutual respect and equality;
6. identifying issues, researching solutions and educating government, service providers and Aboriginal and Torres Strait Islander peoples and communities to achieve the above purposes.

VALUES

In carrying out its purposes, the Congress will operate with the following values:

1. the highest standards of professionalism and objectivity;
2. integrity and honesty;
3. accountability, transparency and openness;
4. participation and inclusion; and
5. being informed.

RESPONSIBILITIES

The major responsibilities of the Co-Chairs include:

- To govern the National Congress of Australia's First Peoples
- To support, oversee and monitor the Chief Executive Officer's performance
- To represent Aboriginal and Torres Strait Islander peoples and communities through the organisation's membership and meetings of the National Congress.

Further responsibilities of the Co-Chairs are outlined in the position description.

NOMINATION AND ELECTIONS

The nominations to be a Co-Chairperson of the National Congress of Australia's First Peoples close on 11th February 2011. The Co-Chair nomination Pack includes:

1. A Co-Chair nomination form
2. Individual membership form
3. A National Police Check Application form
4. A fitness to hold office declaration form
5. The Co-Chair Policy which outlines the roles and responsibilities of the position
6. The Co-Chair position description

The nomination forms must be accompanied with the following documents:

- The endorsement of 2 referees
- A CV of no more than 3 pages
- A \$100 nomination fee

The positions of Co-Chairs will be determined by ballot of the entire membership of the Congress.

A vetting process of all Co-Chair candidates will also take place that will include a National Police Check and a fitness to hold office test by the Ethics Council.

A nomination fee of \$100 is to be submitted with the application for standing as a Co-Chair.



NATIONAL CONGRESS
OF AUSTRALIA'S FIRST PEOPLES

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TENURE

The term of office for a Co-Chair is 2 years and starts 20 Business days from the National Congress meeting at which he or she is elected, to 20 days after the National Congress in the **second year** after the Co Chair was elected.

The Co-Chair may nominate for re-election.

REMUNERATION

This is a full time position. Remuneration and other entitlements of the position are consistent with that of an SES 2 Officer in the Australian Public Service. Further details are included in the position description.

REPRESENTATIVE MODEL

The Congress is a public company limited by guarantee, independent of government and representative of its members.

One of the core beliefs of the Congress is the assertion that there is a need for a national voice that can represent First Australians. The representative nature of the Congress requires Co-Chairs to bring forth their experience, skills and expertise as they can be applied to a collective national direction.

Co-Chairs will always be required to act in the best interests of the organisation as informed by the Delegates, the respective Chamber Directors, the Ethics Council and the overall membership.

CONFLICT OF INTEREST

All Delegates, Directors and the Co-chairs must comply with the Congress Conflict of Interest policy.

CONDUCT AND VALUES

In undertaking the role, each Co-Chair must act in accordance with the values of the organisation honestly, with care and skill in good faith and in the best interests of the company. These considerations require that the Co-Chairs:

- Must not make improper use of information acquired as a Co-Chair
- Must act with integrity, care, skill and diligence
- Must not engage in conduct likely to bring discredit to the organisation
- Must not allow personal interest, or the interests of any associated person to adversely conflict with the interests of the organisation.

INDUCTION AND TRAINING

Each gathering of the National Congress will include an induction and orientation session for new Delegates and Office holders.

Support and assistance for the Co-Chairs will be made available through staff of the Congress.

Opportunities for evaluation of performance and training needs will be assessed annually. The Congress will resource training of the Co-Chairs where there is a shared need and resources are available.

It is a Constitutional requirement that the National Board undertake Director's training within 6 months of taking office.

LOCATION

The positions of Co-Chairs are based at the national office in Redfern, Sydney.



CONGRESS CO-CHAIR POLICY

Position Description

Position Title: National Board Co-Chair (Full-time/ 5 days a week)

Supervises: Chief Executive Officer

Duration: 2 yrs (at which time the Co-Chair can re-nominate for the position)

PRIMARY OBJECTIVES

- To govern the National Congress of Australia's First Peoples (the Congress).
- To oversee and monitor the Chief Executive Officer's performance.
- To represent Aboriginal and Torres Strait Islander peoples and communities through the organisation's membership and National Congress.
- Work with the Chambers of the National Congress.

All members of the National Board will be required to take on the following obligations:

- Commit to meet the ethical standards established for the organisation (including the Nolan Principles);
- Commit to undergo governance training within six months of commencing office (with failure to do so resulting in automatic suspension from the role) .

KEY ACCOUNTABILITIES

The National Board will:

- Formulate, advocate and implement policies and priorities consistent with the decisions of the National Congress meetings;
- Develop the strategic and operational plans for the organisation;
- Organise and lead engagement strategies with Aboriginal and Torres Strait Islander peoples;
- Direct the work of the Congress staff; and
- Communicate the views and policies of the organisation to Australian Governments, stakeholders and the Australian public.

MEMBERSHIP

The National Board will have:

- A male and female Co-Chair, both positions are full time; and
- Six part time members, 3 men and 3 women.

DUTIES

Duties will include:

Co-Chairs

- Ensuring the National Board are fulfilling their role and achieving key milestones
- Leading the implementation of the strategic plan and being the public face of the organisation
- Working with the Chief Executive Officer and the whole National Board to deliver the business of the Congress

All National Board Directors

- Further develop and maintain governance structures to ensure the successful functioning of the National Board itself and the organisation.
- Further develop and maintain relationships between the organisation and Australian governments.
- Ensure that systems and processes are in place to allow the National Congress meetings to achieve goals and targets in relation to formulating policy and advice, advocacy and lobbying and monitoring and evaluating government performance.
- Promote the Congress to:
 - Aboriginal and Torres Strait Islander peoples and communities
 - Public and Private Institutions
 - The Australian public in general
- Work with the Chief Executive Officer to establish protocols, procedures and advice for Members and Delegates regarding external communications including media and community relations.
- Provide direction and contribute to the Strategic Plan and Operational Plan including budget.
- Carry out other activities as required to support quality organisational practices and the establishment and on-going operations of the Congress.
- Attend regular meetings of the National Board, including meetings of sub-committees.

Position Description



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ACTIVITIES

- Govern and promote the Congress and deliver the strategic and operational plans.
- Work effectively with the membership and National Congress Chambers.
- Work effectively with the Ethics Council.
- Establish and foster corporate and other partnerships to contribute to various areas of the organisation.
- Foster partnership and information exchange between stakeholders and government and private sector agencies.
- Work with the Chief Executive Officer to develop an evaluation framework to monitor and improve the organisation's operations and achievement of key milestones.
- Use all reasonable endeavours to ensure that the Congress is working towards building a future fund to achieve its medium/long term goal of being a self funded organisation funded through contributions from government, corporate members/partners and members of the philanthropic sector.
- Ensure the Chief Executive Officer's performance achieves at a minimum the key performance indicators set out in the Strategic and Operational Plans

LOCATION

Level 2-27 Cope Street, Redfern
Your ordinary hours of work are 38 hours each week.

SALARY AND BENEFITS

- The Organisation will pay you on a Total Employment Cost basis.
- Your Total Employment Cost of \$208,190 includes:
 - (1) base salary; and
 - (2) compulsory superannuation contributions paid by the Company for your benefit, but does not include any payroll tax or workers' compensation insurance paid by the Company in respect of your employment.
- You may elect to receive part of your Total Employment Cost in the form of benefits, such as a car allowance or other benefits in the Company's discretion from time to time. The Company may withdraw salary packaging at any time in its absolute discretion.

- If you elect to receive part of your Total Employment Cost in the form of benefits, your Total Employment Cost includes all costs associated with the benefits, including the costs of any fringe benefits tax payable by the Company as a result of complying with the package.
- You are entitled to 4 weeks annual leave for each year of service.
- Annual leave accrues progressively and is cumulative.
- You must take annual leave by agreement with the Company.
- If your employment ends, the organisation will pay you for any unused accrued annual leave.

CRITERIA

- Must be an Aboriginal and/or Torres Strait Islander person

SKILLS AND EXPERIENCE

Essential

- Demonstrated ability in board and organisational governance
- Demonstrated leadership in establishing and building organisations
- Demonstrated skills in high level decision making, community and stakeholder engagement and accountability.
- Demonstrated communications skills and experience in negotiation, advocacy and lobbying.
- Knowledge of national priorities and policies relevant to Aboriginal and Torres Strait Islander peoples

Desirable

- Capacity to perform well with all forms of media
- Experience in the international arena