

Position Description

Position Title: Non-Executive Director (Council of Women)

Location: Illawarra Women's Health Centre, Wollongong, NSW

Commitment: Part-time (monthly board meetings and occasional sub-committee meetings)

Reports to: Chair of the Board

Remuneration: Volunteer (Unpaid)

Attendance: Face-to-Face meetings monthly

About Illawarra Women's Health Centre

Illawarra Women's Health Centre is a not-for-profit organisation dedicated to providing free or low-cost and affordable medical, allied, and complementary health care to women in the Illawarra region. We are committed to promoting women's health and well-being through comprehensive services, community engagement, and advocacy.

Role Overview

The Non-Executive Director (NED) will contribute to the governance and strategic oversight of Illawarra Women's Health Centre. The NED will provide independent judgment and constructive challenge to support the organisation in achieving its mission and goals. This role requires a commitment to promoting women's health, equality, and empowerment.

Key Responsibilities

- **Governance:** Ensure the organisation complies with its governing documents, charity law, company law, and any other relevant legislation or regulations.
- **Strategic Oversight:** Contribute to developing and monitoring strategic plans, ensuring the organisation remains focused on its mission and objectives.
- **Financial Stewardship:** Oversee financial performance and ensure robust financial management and sustainability.
- **Risk Management:** Identify and manage risks, ensuring appropriate mitigation strategies are in place.
- **Advocacy and Representation:** Act as an ambassador for the organisation, promoting its services and advocating for women's health issues.
- **Board Collaboration:** Collaborate with other board members and the executive team, providing support and constructive challenges.

Qualifications and Experience

- Proven experience in a governance role or as a board member.
- Strong understanding of the not-for-profit sector and/or women's health issues.
- Expertise in one or more of the following areas: healthcare, finance, law, fundraising, community development, or public policy.
- Demonstrated commitment to promoting gender equality and women's health.
- Excellent communication, interpersonal, and leadership skills.
- Ability to think strategically and contribute to high-level decision-making.

Personal Attributes

- Integrity and commitment to the mission of Illawarra Women's Health Centre.
- Independent and critical thinker.
- Collaborative and inclusive approach.
- Strong sense of social responsibility and ethical conduct.



Jessica Koot
Chairwoman

Illawarra Women's Health Centre