



Position Description for Non-Executive Directors & Treasurer

Date approved: December 2023
Location: Ballina and Online

Company overview:

Human Nature Adventure Therapy Ltd (HNAT) is a Not-for-Profit organisation that works to change the life trajectory of young people (aged 14-18) who have experienced significant life challenges. We know that with the right support they can overcome adversity and thrive.

Nature is at the heart of what we do. Our primary focus is engagement, through building trust and a strong therapeutic relationship with young people who are otherwise likely to fall through the cracks in the existing mental health system. These are young people who have significant challenges in their lives and who are in need of therapeutic support, but who are unlikely – or unable – to engage in conventional clinical services. We take our service to the young people, meeting them where they feel safe and motivated to connect – their homes, schools, parks and community spaces.

HNAT established itself as an independent charity in 2015 and you can read more about our programs by visiting [our website](#).

We are on a path to build our sustainability with a view to future expansion so we can reach more young people in more places

Annual Budget:	\$1 700 000 FY 23/24 Annual Information statements can be viewed on the ACNC Website
Funding Sources:	Philanthropy (62%) Grants (36%)

About the role:

We are seeking **highly skilled, experienced and visionary people** to join our board. Directors will play a vital role in shaping the development and expansion of Human Nature Adventure Therapy.

The role requires attending 5-6 scheduled board meetings per year. Meetings can be attended in person (In Ballina) or remotely. In addition, it may be necessary to take part in unscheduled calls and meetings from time-to-time to undertake board functions.

As part of our commitment to being a Child Safe Organisation, all Directors are required to undergo Working with Children and Criminal History Checks.

Key Tasks – Non Executive Directors

- working with the management team to contribute to and approve the corporate strategy, including driving longer-term sustainability
- approving and monitoring the annual budget and financial statements
- approving and monitoring major capital and operational expenditure
- ensuring that key risks faced by HNAT have been identified and assessed, and that HNAT has processes in place for managing risk in accordance with the Australian/New Zealand risk management standard
- ensuring robust and effective compliance and control systems (including legal and regulatory compliance) are in place and operating effectively
- reviewing and monitoring operational and administrative control and accountability systems, including overseeing the development and approval of critical policies
- monitoring strategy implementation and setting agreed key performance indicators
- supporting the CEO, monitoring and evaluating performance
- providing leadership to HNAT by guiding the development of an appropriate culture and values and always acting in a manner consistent with the responsibilities of Responsible Persons.
- being an ambassador for the organisation

Key Tasks – Treasurer Specific

- Manages and reviews the Board's action related to the Board's financial responsibilities
- In conjunction with the Chief Executive Officer and other staff as appropriate, ensures that appropriate financial reports are made available to the Board in a timely manner and that sound financial procedures and systems are in place
- In conjunction with the Chief Executive Officer and the Board ensures sound management and maximisation of cash and investments.
- Regularly reports to the Board on key financial events, trends, concerns, and assessment of fiscal health.

Required Competencies – Non Executive Director & Treasurer

- Knowledge of a director's responsibilities – including a basic understanding of the role of a board as well as a director's legal, ethical, and financial responsibilities;

- Strategic expertise –the ability to review the strategy through constructive questioning and suggestion and contribute to the effective decision making of the board;
- Ability to comprehend the company's accounts and other financial material presented to the board, and the company's financial reporting requirements and give advice to the Board if necessary;
- CPA or CA (or equivalent financial qualification) is highly desirable for the Treasurer Role

Required Competencies – Personal

- Integrity–fulfilling a director's duties and responsibilities, acting ethically, appropriate independence, putting the organisation's interests before personal interests;
- Collaborative yet curious and courageous–a director must be able to function as an effective team member but also must have the curiosity to ask questions and the courage to persist in robust discussion with management and fellow board members where necessary;
- Emotional intelligence–as well as self-awareness and self-management, a director needs to demonstrate empathy manifested through strong interpersonal skills. A director must work well in a group, listen well, be tactful yet able to communicate a cogent and candid viewpoint;
- Commercial judgment and instinct–a director needs to demonstrate good organizational management instinct and acumen and be able to get a handle on complex and detailed information;
- An active contributor with genuine interest in the organization and its activity.

Remuneration and Benefits

Annual Remuneration:	Volunteer position. All non-executive Directors provide their services free of charge and are not provided with remuneration or retirement benefits.
Travel and other expenses	A Director is entitled to be reimbursed for reasonable expenses incurred in connection with the business of HNAT as directed and approved by the Board.