

## TGV Committee Member Position Description

### KEY INFORMATION

**Role:** **Committee Member, TGV**

**Time:** **8-10 hours p/month approx.** including monthly Committee meeting, relevant sub-committee meetings, networking, and regular correspondence.

**Location:** **Melbourne** (online and video meetings available)

**Remuneration:** **Volunteer position** (role-related expenses can be reimbursed).

**Commitment:** **1 Year Term**

**Reports to:** Chair, Chief Executive Officer, Committee

Transgender Victoria (TGV) is Victoria's leading body for trans and gender diverse advocacy. We work to achieve justice, equity and inclusive service provision for trans and gender diverse people, their partners, families and friends.

We're a dynamic and rapidly growing organisation seeking candidates with a passion for social justice, equality, and improving the lives of trans and gender diverse people.

As part of the TGV Committee you'll have the opportunity to help guide and shape our work supporting trans and gender diverse people across Victoria and Australia.

Committee members also engage substantially with TGV's subcommittees including Access & Inclusion, Finance Audit & Risk, and Communities & Outreach.

We encourage applications from candidates who have lived experience of being Aboriginal and/or Zenadth Kes/Torres Strait Islander People, people of colour, intersex, neurodivergent, disabled, and those with other underrepresented experiences.

### Term

The initial term is until the next **TGV Annual General Meeting** (around **November 2021**). TGV committee members must re-nominate for this position at each AGM.

## Hours & Expectations

- Monthly Committee meetings (third Tuesday of the month, 7:00-9:30pm) and any relevant sub-committee meetings
- Monthly attendance and contribution to a TGV Subcommittee (approx. 1 hour)
- Responding to internal TGV communication weekly
- Training sessions and planning days (flexible roster, usually weekends), around 5-6 sessions throughout the year.

## Location

- Transgender Victoria: 100 Drummond Street, Carlton & Victorian Pride Centre, St Kilda
- Offsite via remote video conferencing as needed
- Offsite community events as needed

## Key Aims

To foster a collaborative approach to developing and implementing policy and other governance functions in ways that ensure the active progression of TGV's mission and strategic direction.

## Responsibilities & Duties

- Monthly Board meeting (third Tuesday of the month, 7:30-9pm) in person or via video in addition to any relevant sub-committee meetings.
- Undertake any vacant Subcommittee Team Leader roles, in line with competency / expertise (highly desirable).
- Board training sessions and planning days (flexible roster, usually weekends), around 5-6 throughout the year.
- Involvement in volunteer subcommittees and projects
- Set aside regular time (avg. 1-2 hours per week) respond to TGV internal correspondence
- Consistently attending committee meetings and actively engaging with group discussions and decision-making, particularly in regard to:
  - the development and observation of internal controls and policy
  - the development and implementation of strategic planning and risk management measures
- Managing and utilising external networks when appropriate and relevant to their duties at TGV
- Prioritising the advancement of TGV's mission and values and declaring any conflicts of interest that may arise
- Engage with stakeholders, community partners and other external bodies
- Adherence to TGV's internal policy and Code of Conduct; commitment to TGV's values

## Required Criteria

- Can attend monthly committee meetings
- Developed communication skills; ability to identify potential risks and challenges
- Undertaking and reporting on actioned tasks (e.g. as a member of a sub-committee)
- Current Working With Children Check (or willingness to obtain one)
- Aged 18+
- Meets required criteria per the Corporations Act 2001 to be eligible for membership of a board of directors
- Creative problem solving skills and ability to pursue flexible and innovative solutions in response to community need
- High level of commitment to TGV's values, particularly regarding respect, integrity and the promotion of justice, inclusion and diversity
- Strong understanding of trans and gender diverse communities and issues

## Desirable Criteria

- Lived experience as a member of the trans and gender diverse community
- Managing and utilising professional networks where appropriate and beneficial for TGV's mission
- Established networks and contacts of potential partners, donors and sponsors of TGV's work
- Established networks and contacts in the trans and gender diverse sector and LGBTIQ+ sector more broadly
- Familiarity with risk-management strategies for nonprofit organisations
- Experience working collaboratively as part of a committee
- Ability to interpret and respond to feedback (both internal and external)
- Specialist experience or skills in relevant fields including: finance, marketing, project management, legal, partnerships, service provision, medical, etc.
- Lived experience as Aboriginal and/or Zenadth Kes/Torres Strait Islander person, person of colour, intersex, neurodivergent, or disabled person.

## How To Apply

Apply by emailing [Son Vivienne, Secretary](mailto:son.vivienne@tgv.org.au), at [secretary@tgv.org.au](mailto:secretary@tgv.org.au) with a CV and short cover letter or video outlining how you meet the selection criteria and why you'd like to join TGV's Committee.

For any further questions or information, please get in touch with [Anna](mailto:anna@tgv.org.au), Vice 2, at [chair@tgv.org.au](mailto:chair@tgv.org.au).