Position Description

Board Intern

Who we are: We are the peak body representing and supporting community organisations, and the people they assist, to reduce alcohol, tobacco and other drug related harm for all Tasmanians

Our Vision: A Tasmania without alcohol, tobacco or other drug related harm or discrimination

Our Team Values: Skill, Integrity, Adaptability, Kindness, Authenticity

Time commitment	This is a 12-month appointment comprised of: • Six board meetings per year (two-hour duration each). • Six subcommittee meetings per year (one hour duration each). • Additional prep time for meetings. • Allow up to six hours per month for all the above.
Remuneration	An honorarium will be offered.
Format	The majority of ATDC Board meetings are conducted online. Occasional face-to-face meetings may be scheduled.
Position Summary	The Board Intern role is a professional development opportunity specifically designed for people with a living/lived experience of alcohol and other drug use who have not had previous experience in board activities. The Intern attends all board meetings and committees, and participates in learning and development programs. The Board Intern is a non-voting participant in board meetings and does not have any formal legal responsibility. The primary aim of this position is to gain insight into nonprofit or corporate governance, strategic planning, and leadership. Being a member of the ATDC Board provides the Intern with valuable practical experience. This experience is intended to be a valuable stepping stone for those interested in board, leadership or governance roles.
Responsibility and mentorship	The CEO has oversight of the induction and is the primary contact for the Intern. Additionally, another member of the ATDC board will act as a mentor.
Eligibility Criteria	**Qualifications, Skills and Experience** 1. Current Lived Experience Advocate. 2. Strong communication and organisational skills. 3. Interest in nonprofit/corporate governance, leadership, and strategic thinking. 4. Commitment to the mission and values of the organisation. 5. Ability to maintain confidentiality and professionalism.

<table>
<tr><td></td><td colspan="2">Desirable Qualifications, Skills and Experience
1. Member of Lived Experience Leadership Steering Committee.</td></tr>
<tr><td>Program benefits</td><td colspan="2">Individual
• Gain firsthand experience in board processes, governance and organisational leadership.
• Build connections with board members and senior leaders.
• Foster a sense of contribution and belonging to a community.
• Opportunity to be involved with an organisation that has a direct impact on the services provided to the community and broader society.
• Establish professional and personal networks and relationships.
• Opportunity to develop knowledge and skills in communication, strategy and decision-making.
Board
• Capitalise on the diverse perspective, skills and knowledge of emerging leaders.
• Facilitate the review of board processes such as induction.
• Build stronger links between the organisation and people within the community.
• Expand networks and encourage new advocates for the sector.
• Engage in long-term capacity building through board members sharing their expertise.
• Create a space for appreciative inquiry and facilitate robust and more informed discussions.
Community
• Engagement of leaders in the community services sector.
• Development of skilled and knowledgeable directors, ensuring the sustainability of boards across all sectors.
• Social impact of partnerships celebrating difference and connections.
• Improved decision making across organisations to incorporate the needs and views of community members.</td></tr>
<tr><td rowspan="14">Program matrix:</td><td>Attend scheduled board meetings (75% minimum)</td><td>More than 4</td></tr>
<tr><td>Attend nominated board sub-committee meetings (75% minimum)</td><td>Yes</td></tr>
<tr><td>Attend “in camera” sections of meetings</td><td>No</td></tr>
<tr><td>Attend the strategic planning session(s)</td><td>Yes</td></tr>
<tr><td>Funded attendance at the biennial conference</td><td>Yes</td></tr>
<tr><td>Board induction process</td><td>Yes</td></tr>
<tr><td>Meet with assigned board mentor</td><td>At least twice</td></tr>
<tr><td>Be assigned a small project as approved by Chair and CEO</td><td>Consider</td></tr>
<tr><td>Attend at least one formal board activity e.g. annual dinner, AGM</td><td>Yes</td></tr>
<tr><td>Visits to work sites and facilities</td><td>Yes</td></tr>
<tr><td>Evaluation process</td><td>6 and 12 months</td></tr>
<tr><td>Confidentiality agreement signed</td><td>Yes</td></tr>
<tr><td>Conflict of interest declared at start of each meeting</td><td>Yes</td></tr>
<tr><td>Honorarium offered</td><td>Yes</td></tr>
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	Reimburse Expenses (Travel)	Yes
	Certificate of participation	Yes
Essential Requirements	A satisfactory National Police Check is required prior to commencing.	

It is agreed that these are the primary requirements for the position of ATDC Board Intern.

Where the requirements and tasks vary significantly, both parties agree to discuss these variations and draft a new Position Description which reflects agreed variations.

It is understood by both parties that this position description forms an integral part of the feedback process between the Intern and the CEO therefore the entire document will be considered during any review.

Intern Signature _____ Date _____

ATDC Board Intern

Employer Signature _____ Date _____

Chief Executive Officer