

## Rare Voices Australia Director Position Description

### Overview

[Rare Voices Australia \(RVA\)](#) is the national peak body for the estimated two million Australians living with a rare disease. RVA provides a strong, unified voice to advocate for policy as well as health, disability and other systems that work for Australians living with a rare disease. The organisation's person-centred focus sees RVA working with key stakeholders in the rare disease sector, including people living with a rare disease, governments, key peak bodies, researchers, clinicians and industry.

RVA's voluntary Board of Directors fulfil important governance obligations and oversee RVA's operations. At times, board members are called upon to attend meetings, strategic planning days, parliamentary events, and other relevant activities. Directors are encouraged to attend the biennial National Rare Disease Summit (the Summit) hosted by RVA to strengthen networks with a range of stakeholders. Obligations may occur outside standard business hours. Expenses incurred for attendance at RVA events are reimbursed (e.g. approved interstate travel).

Board meetings are held bi-monthly via video conferencing, usually on a mid-week evening for up to two hours. Directors are also encouraged to join one of the board subcommittees, which meet approximately four times per year or as required. Directors must be familiar with the content of board papers and associated actions prior to the meeting to ensure informed decision-making and sound governance. Preparation time ahead of meetings is approximately one hour.

### Appointment Terms

Each term is three-years, with two reappointment options equating to a maximum of nine years.

### Responsibilities

All RVA Directors are responsible for ensuring that the board fulfils its role as set out in RVA's [Constitution](#). Directors must comply with a range of legal duties and obligations, including but not limited to:

- Acting honestly and exercising powers for their proper purposes
- Avoiding and declaring conflicts of interest, either actual or perceived
- Acting in good faith and in the public interest
- Ensuring the board performs its functions effectively and in accordance with legislative requirements
- Liaising with key government stakeholders, as required
- Working productively with other board members, the Chief Executive Officer (CEO) and RVA staff as required
- Attending the biennial Summit and other associated events facilitated by RVA
- Exercising diligence, care and skill
- Participating in board sub-committees where appropriate
- Complying with all applicable regulatory requirements (statutory and policy)
- Attending board meetings and other required committee meetings, unless mitigating circumstances exist (see the Constitution for more information)

## Applications

Applicants are required to email their CV and a brief response (no more than one page) to the criteria listed below to RVA's CEO, Nicole Millis: [nicole.millis@rarevoices.org.au](mailto:nicole.millis@rarevoices.org.au). **Applications close at 5pm AEST on 10 June 2024.**

In your CV, please include any boards you have previously been a member of (including any roles on subcommittees) as well as names and email addresses for two referees. Referees will only be contacted for those who are shortlisted.

## Criteria

1. Describe your interest in becoming an RVA Director
2. Outline any personal or professional connections you have to the rare disease sector
3. Briefly outline your qualifications and experience that would add value to RVA's Board. Please include any relevant skills or expertise (e.g. financial oversight, legal governance, government liaison, policy development, science and/or medicine, fundraising, or marketing and promotion)

## Queries

Please contact RVA's Chair, Dr Carol Wicking, with any queries you may have about this position: [cwicking@icloud.com](mailto:cwicking@icloud.com).