



Mental  
Health  
Council  
OF TASMANIA



[www.mhct.org](http://www.mhct.org)

# 2022 Board Nominations Pack

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## Introduction

Welcome and thank you for your interest in becoming part of the Mental Health Council of Tasmania (MHCT) Board.

This pack is designed to assist you with your application by providing relevant information regarding MHCT, its strategic direction, governance and organisational structure, and other information relevant to the Board.

If you would like any further information please contact Connie Digolis, CEO via email [admin@mhct.org](mailto:admin@mhct.org) or on 03 6224 9222.

## About Us

The Mental Health Council of Tasmania (MHCT) is the peak body for community managed mental health services in Tasmania. We represent and promote the interests of our members and work closely with government and agencies to ensure sectoral input into public policies and programs. We advocate for reform and improvement within the Tasmanian mental health system.

### Contact information

MHCT office:	Level 1, 131A Collins Street, Hobart TAS 7000
Phone:	03 6224 9222
Email:	<a href="mailto:enquiries@mhct.org">enquiries@mhct.org</a>
Website:	<a href="http://www.mhct.org">www.mhct.org</a>

### Our purpose

Strengthen and advocate for our communities and service providers to support the mental health and wellbeing of all Tasmanians.

### Our vision

Every Tasmanian has access to the resources and support needed for good mental health and wellbeing.

### Our values

**Compassionate and respectful** – We actively listen, seek understanding without passing judgement and value the diversity, knowledge and experience we provide through our interactions with others.

**Collaborative and supportive** – We respect our role in the collective effort, standing shoulder to shoulder with others and acknowledge the importance of supporting each other in our aim to promote better mental health outcomes for all Tasmanians.

**Responsive and adaptive** – We analyse and respond to our constantly changing environment, and we encourage work practice that promotes agility, versatility, and proactivity.

**Leading and engaging** – We lead with integrity to authentically engage and represent our members, colleagues, stakeholders, and the broader community.

## Our role

Provide **leadership** by advocating for continuous improvement across all facets of mental health and suicide prevention.

Provide **trusted advice** to our members and decision makers to enable a robust and contemporary mental health system.

Be a **collective, representative voice** to ensure future sustainability of the sector, the community and the MHCT.

Form and support **strong networks and collaboration** to support sector development and capacity building.

Promote the **reduction of stigma** and champion mental health awareness and the value of good mental health.

Influence **policy development** and implementation in the interests of our members and the needs of the broader population.

## Membership

MHCT has four categories of membership: Organisations, Individual, Associate and Life. More information can be found in Part 5.2 of the MHCT Constitution. All membership applications are approved by the Board. A list of current members can be found [here](#)

## Organisational Structure

The Chief Executive Officer (CEO) is responsible to the Board for the management and operations of the MHCT. Please see the [MHCT Organisational Chart](#) for more information on the structure of MHCT and [our team](#)

## Strategic Plan

The [2021-2023 Strategic Plan](#) aligns with the MHCT vision, purpose and values and is used as a reference point in determining potential project and funding opportunities. The strategic planning process involves MHCT staff and member organisations before the Board sets the final direction.

## Annual Report

The [MHCT Annual Report](#) is produced each year and highlights the year's achievements. The Annual Report is presented at the Annual General Meeting.

## Constitution

The [2013 MHCT Constitution](#) is currently under review.

## Role of the Board

The role of the MHCT Board is to oversee the development and implementation of the Strategic Plan to ensure the objectives set out in the MHCT Constitution are achieved. The Board delegates day to day operations to the CEO but remains accountable to the members for the strategic direction and performance of MHCT.

### Composition and terms of the Board

The MHCT Board consists of up to seven members: four Board members elected by the MHCT membership and up to three Board members appointed by the Board. Appointed Board positions are decided by the Board and may be appointed until either the conclusion of the next AGM, or at the conclusion of the second AGM following their appointment. Elected members of the Board shall hold office for two years at which time they will be eligible for re-election. Board members can be on the Board for three consecutive terms at which time they must step down for a period of ten months before becoming eligible for election or appointment again.

### Board Structure

In line with good governance principles, the MHCT Board believes that it is essential for its structure to reflect the need for independence, transparency, and flexibility. As such, the structure of the Board will comprise of individuals with a range of skills, experience, and expertise. Whilst employed by MHCT, the CEO participates as a member of the Board but does not have voting rights.

### Board Member Remuneration

MHCT will pay out of pocket expenses for Board members engaged in MHCT business in line with the Board Reimbursement Policy.

### Meeting Purpose

Board meetings are a requirement under the MHCT Constitution and provide a forum from which to carry out their roles of strategic planning and leadership to ensure MHCT viability. Board meetings focus on matters of governance, policy development and review, progress towards the achievement of strategic goals, accountability and compliance and the financial viability of MHCT.

### Meeting Frequency and Location

Board meetings are held at least four times in each calendar year but have traditionally been held in February, April, June, August, October, and December. Board meeting dates are agreed and set for the year in January, however occasionally the Board may be required to meet outside of the planned schedule, and MHCT will endeavour to provide adequate notice to ensure a quorum. Board meetings may be attended face to face at the MHCT office, or via video or telephone conferencing and are for 2 hours.

### Time Commitment

On average the time commitment required is:

- Bi-monthly board meetings: 2 hours every 2 months
- Preparation for meetings: 2 hours every 2 months
- Bi-monthly subcommittee meetings: 1 hour every 2 months
- Board planning: 5 hours per year
- Annual General Meeting: 1 hour per year
- Attendance at events: 5 hours per year

## Board Member – Primary Duties

At the MHCT we value the skills and experience of individual Board members and encourage diversity of opinions and views. As a member of the MHCT Board, we will work together to ensure the organisation meets its legal and governance obligations by cultivating a supportive environment that promotes active participation, collective responsibility of performance whilst acting as an advocate for MHCT.

### Role of the Chair and Deputy Chair

The Chair is a representative of the Board and MHCT. The Chair provides leadership to the Board and ensures relevant governance policies and procedures are followed. The Chair will:

- Oversee and provide direction at Board meetings
- Provide a link between the Board and the CEO
- Maintain regular communication with the CEO on areas of interest to the Board or significant issues facing MHCT
- Be the spokesperson and Chair for MHCT at the Annual General Meeting. All other public relations shall be undertaken by the CEO in line with the Representation Policy

In the absence of the Chair, the Deputy Chair carries out the above duties.

### Role of the Treasurer

The Treasurer is responsible for:

- Ensuring that all moneys due to MHCT are appropriately collected, and that all payments authorised by MHCT are made in a timely manner
- That accurate financial reports are regularly available to the Board

### Role of the Secretary

The Secretary of MHCT will ensure that Minutes and other records are kept of:

- All elections and appointments of office-bearers and ordinary Board members
- The names of members of the Board present at each Board meeting
- All proceedings of Board meetings and general meetings

### The Public Officer

The Public Officer is the most senior staff member of MHCT unless otherwise decided by the Board.

### Board Subcommittees

The Board carries out certain duties by delegation to Board subcommittees, which comprise of Board members with interest and expertise. Each subcommittee has a Terms of Reference (TOR) clearly defining their role, responsibilities and function, and the extent of their authority. The function of the subcommittee is to advise and make recommendations to the Board; subcommittees cannot make binding decisions or speak for the MHCT Board. Current subcommittees are:

- Audit & Risk
- Governance

## About You

### Selection Criteria

Our collective Board capability is strengthened by members with diverse abilities, cultural backgrounds, gender identities, life experience, life stage and physical location in Tasmania.

The successful applicant will demonstrate:

- Skills and experience, or a desire to invest in developing skills in contemporary corporate governance practices, including financial literacy
- A good understanding of directors' duties and responsibilities in the not-for-profit sector
- Strategic based business acumen
- Alignment to the MHCT vision, purpose, and values

And have expertise and experience in one or more of the following:

- Mental health service delivery
- Public health promotion or campaigns
- Legal
- Research

### Personal Attributes

The Board is seeking applicants with the following personal attributes:

- A genuine passion and interest to strengthen and advocate for our communities and service providers to support the mental health and wellbeing of all Tasmanians
- To qualify as a Responsible Person under the Australian Charities & Not-for-Profits Commission Act 2012
- A strong reputation for personal and professional integrity
- Independent judgement and decision making
- Capacity to devote energy and time to the role

Successful applicants will require a Working with Vulnerable People registration and a National Police Check.

### Applying for the Position

Applications are invited from candidates who meet the essential skills and expertise, and personal attributes. Please submit your application in written form (no longer than two pages) addressing the selection criteria and email to the Public Officer [admin@mhct.org](mailto:admin@mhct.org) by 5.00pm on Wednesday 2 November.

### Outcome of your application

All applicants will be notified of the outcome by 5.00pm on Friday 4 November with all applicants invited to attend our Annual General Meeting on Tuesday 29 November 1.00pm – 2.30pm at the RACT Apartment Hotel, 154 Collins Street, Hobart where new board appointments will be announced to the MHCT members.