



**Mental  
Health  
Council**  
OF TASMANIA

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

# Board Appointment Pack

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The Mental Health Council of Tasmania is supported by the Tasmanian Government through the Department of Health.

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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 Dan Vautin, CEO via email [dvautin@mhct.org](mailto:dvautin@mhct.org) or on 03 6224 9222.

## About Us

The [Mental Health Council of Tasmania](#) (MHCT) is the peak body representing the mental health and wellbeing needs of all Tasmanians, and the community organisations that work with and support them. We work closely with government to amplify the voices of our members and Tasmanian communities, to provide input into public policies and programs. We advocate for reform and improvement within the Tasmanian mental health system. Our purpose is to strengthen and advocate for our communities and service providers to support the mental health and wellbeing of all Tasmanians, and our vision is that every Tasmanian has access to the resources and support needed for good mental health and wellbeing.

## Contact information

MHCT office: Level 6, 39 Murray Street, Hobart TAS 7000  
Phone: 03 6224 9222  
Email: [enquiries@mhct.org](mailto:enquiries@mhct.org)  
Website: [www.mhct.org](http://www.mhct.org)

## Our purpose

To support the mental health and wellbeing of all Tasmanians by strengthening the systems, community and individual awareness, that lead to better mental health outcomes.

## Our vision

Every Tasmanian has access to timely and affordable resources and the support needed to experience good mental health and wellbeing.

## Our values

**HOT (Helping Others – Teamwork)** – We are a team/organisation that is committed to helping each other achieve our goals.

**MAP (Meaning and Purpose)** – We are a team that will make a difference and leave a lasting legacy.

**HIT (Honesty, Integrity, Trust)** – We act with integrity and honesty which builds trust within ourselves, each other, our stakeholders and the organisations and people we represent.

## 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 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 [About Us](#) on our website for information about our team.

## Strategic Plan

The [2025-2030 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 [MHCT Constitution](#) outlines the Establishment, Purpose, Guiding Principles and Rules of the Mental Health Council of Tasmania.

## Role of the Board

The MHCT Board is responsible for the overall governance of the organisation. It manages and controls the affairs of MHCT and is accountable to the membership for ensuring the organisation fulfils its objectives as outlined in the Constitution. While the Board delegates the day-to-day operations and management of MHCT to the CEO, it retains ultimate responsibility for strategic direction, compliance, and performance oversight.

## Composition and terms of the Board

The MHCT Board consists of up to nine members, including up to five elected by the MHCT membership and up to four appointed by the Board based on identified skills and experience. Each Board member, whether elected or appointed, serves a term of up to three years, ending at the conclusion of the third Annual General Meeting following their election or appointment. Board members may serve a maximum of three consecutive terms. After completing three terms, a 10-month break is required before they can be reappointed or re-elected.

## 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: 2 hours per year
- Attendance at events: 5 hours per year

## Board Member – Primary Duties

At 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
- In the absence of the CEO, be the spokesperson for all media enquiries

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 stages and physical locations 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

We encourage those with expertise and/or experience in one or more of the following to apply:

- Legal
- Finance / Accounting
- Information Technology

## 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.
- Qualifies 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 by email to [admin@mhct.org](mailto:admin@mhct.org) by **5:00pm on Monday 4 August 2025**.

**Applications must address the Selection Criteria outlined above to be considered by the MHCT Board.**

## Appointment and Outcome Process

### Application review and outcome

Applications which have addressed the Selection Criteria as outlined above will be reviewed by the Governance Committee on 7 August who will shortlist applicants in anticipation of presenting recommendations to the full MHCT board.

The Governance Committee may reach out to applicants to gather further information directly and have a confidential conversation.

The MHCT Board will make a final decision on successful appointments.

All applicants will be notified of the outcome of the Board decision by 5:00pm on 20 August 2025.