Mental Health Council OF TASMANIA

www.mhct.org

Board Nominations Pack

2026

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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, MHCT Chief Executive Officer, via email 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
Website:	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

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

Meaning and Purpose We are a team that will make a difference and leave a lasting legacy.

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 approximately 2 hours each and 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 Hobart office, or via video or telephone conferencing.

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 Secretariat

The Secretariat 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
- Community Service Sector
- Governance

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 returningofficer@mhct.org by **4:00pm** on **Friday 25 September 2026**.

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

Nomination Outcome and Election Process

Nomination review and outcome

Applications which have addressed the Selection Criteria as outlined above will be reviewed by the MHCT Board. All applicants will be notified of the outcome of their review by Monday 28 October with all applicants invited to attend our Annual General Meeting on Thursday 26 November at 4:00pm at the MHCT Hobart office.

Successful applications

Applications endorsed by the Board will be requested to provide a Nomination Statement (maximum 150 words). The Nomination Statement will be uploaded to Election Buddy, our online voting platform, and circulated to the MHCT members eligible to vote on Friday 30 October 2026. Voting is open for 14 days and will close at 5:00pm on Thursday 13 November.

Outcome

All nominees will be notified of the election result by Wednesday 18 November. Board election outcomes will be shared publicly with members at the AGM on 26 November.

Annual General Meeting

All applicants are invited to attend our Annual General Meeting on Thursday 26 November 4:00pm – 5:30pm at the Mental Health Council of Tasmania, Level 6, 39 Murray Street, Hobart where new board appointments will be announced to the MHCT members.