

Recruitment Information Pack for **BOARD DIRECTORS**



We welcome diversity in all forms and encourage applications from anyone who's passionate about our work



Letter from the Board Chair

Dear Potential Board Member

Thank you for your interest in joining the McCallum Disability Services (McCallum) Board of Directors. I'm delighted to share this opportunity with you and provide insight into why serving on our Board represents both a privilege and an exciting challenge.

Since 1953, McCallum has grown into one of Western Victoria's most comprehensive organisations of its kind, delivering a range of services including accommodation, respite, day support, outreach, lifestyle options and supported employment across Ballarat and St Arnaud to more than 600 people. In 2021, McCallum and Ballarat Regional Industries, merged to create the largest employment social enterprise in Western Victoria, now known as McCallum Enterprises.

What sets McCallum apart is our unwavering commitment to helping people with disability achieve their goals and dreams whilst maintaining as much independence as possible. We are very proud of our successes in supporting people and their families to pursue their goals and dreams, serving as both a major employer and an integral community partner.

Serving on McCallum's Board means contributing to meaningful work that directly impacts lives in our community. You'll work alongside experienced directors who bring diverse professional backgrounds and shared passion for our mission. Our Board operates through focused committees (Governance and Remuneration, Quality of Practice, and Finance Audit and Risk), allowing for deep engagement in areas matching your expertise.

Board service requires commitment to regular meetings, committee participation, and ongoing professional development. We provide comprehensive orientation, ongoing education opportunities, and support for directors to develop their governance capabilities. Our board evaluation processes, including skills matrix assessments, ensure we continue growing both individually and collectively.

McCallum's next chapter promises significant growth and impact. We're positioned to expand our services, enhance our social enterprises, and strengthen our role as a regional leader in disability support. Your contribution would help shape this trajectory whilst ensuring we remain true to our person-centred values.

If you're ready to contribute your skills to an organisation that makes a tangible difference in people's lives, I encourage you to consider this opportunity seriously. Our People and Culture team would be delighted to discuss the role further and answer any questions about the commitment and expectations. Thank you for considering joining us in this important work.

Warm regards,
Brett Bryant
Board Chair, McCallum Disability Services

How to Apply

Application

Our application process has two parts:

1. As part of your covering letter, please provide a response to the following three questions:
 - Describe how your experience in any of identified priority capability gaps (Business Development/Commercial Growth; Audit and Risk Management; and ICT Strategy and Governance) or your own area of expertise, would benefit McCallum.
 - What motivates you to seek appointment to McCallum's Board specifically? Demonstrate your understanding of our organisation, and the people we support.
 - What do you see as the two most significant opportunities or challenges facing disability service organisations like McCallum over the next 3-5 years? What role would you play in guiding McCallum's response?
2. Please include your CV or (in the above document) provide a link to your LinkedIn profile.

Applications will only be considered if both parts are completed. Please let us know if you need to submit your application in an alternative format.

Application Submission

Please email your application to: Claire Huntington, Chair Governance and Remuneration Committee, claireh@mccallum.org.au

All applications will be acknowledged within five working days of receipt. If you have any questions or concerns about your application please contact Claire at the email above.

Application Closing Date

Applications are to be submitted by COB Tuesday 30 September 2025.

Eligibility to Apply

We encourage you to carefully read the position details within this pack, to assess your suitability for the role. In addition, you must be:

- over 18 years of age; and
- not insolvent or under administration.

About the Board

Board Purpose

The Board is responsible for the stewardship and future wellbeing of McCallum Disability Services Inc, through ensuring sound and prudent management of the organisation, providing leadership and strategic guidance, and delivering the organisation's vision and purpose.

Board's Responsibilities

The Board provides strategic leadership and oversight to ensure McCallum's long-term sustainability and effectiveness in serving people with disability. Directors shape the organisation's future through strategic planning and environmental scanning, whilst maintaining robust financial stewardship through budget oversight and performance monitoring. Working collaboratively with specialised committees, the Board ensures comprehensive risk management and regulatory compliance, particularly within the NDIS framework. Central to effective governance is the Board's role in executive leadership, including CEO appointment and performance management, alongside succession planning for both board and executive positions. This governance framework operates within a culture of continuous improvement, where board performance evaluation and adherence to corporate governance standards drive organisational excellence and accountability to the communities McCallum serves.

Time Commitment

An indicative annual time commitment would be approximately 25-30 hours per annum, usually comprising of 7-8 Board/Strategy meetings, 2-4 Committee meetings and associated preparation. Board meetings are most often held at lunchtime (approximately 2 hours) at our Learmonth Road Office, with an option for online attendance. In addition to the general Board meetings, each Director will sit on at least one Committee of the Board, relevant to their skills and interests.

Board Committees

Finance, Audit and Risk

The Finance, Audit and Risk Committee reports to the McCallum Disability Services Board and has the primary purpose of assisting the Board in fulfilling its corporate governance responsibility in relation to financial management, data management, monitoring compliance with financial regulations and audit requirements.

The Committee also assists the Board to manage its risk exposure by overseeing the Risk Management Framework and making enquiry of management as to extreme and high risks that are captured within the organisation's Risk Register.

Quality of Practice

The Quality of Practice Committee reports to the Board and provides appropriate advice and recommendations on matters relevant to the Terms of Reference in order to facilitate decision making by the Board in relation to the discharge of its responsibilities.

The purpose of the Committee is to assist the Board discharge its responsibilities with regards to healthy and contemporary quality regulatory compliance, oversee customer orientated service and quality Board policies, confirm customer engagement in quality and safety measures and set performance expectations around customer goal and outcomes frameworks.

Governance and Remuneration

The Governance and Remuneration Committee reports to the Board and provides appropriate advice and recommendations on matters relevant to the Terms of Reference in order to facilitate decision making by the Board in relation to the discharge of its responsibilities.

The purpose of the Committee is to assist the Board discharge its responsibilities with regards robust and contemporary governance practice, oversee Board Policy development and evaluation, review the performance and remuneration of the CEO and senior leadership team and monitor selection and Director nomination practices that will ensure Directors of the Company are nominated under a transparent process.

About the Role

Director Duties and Obligations

Each Director is bound by the organisation's Code of Conduct and, as a reflection of importance of a Director's role, is legally required to:

- act honestly, in good faith and in the best interests of the organisation as a whole;
- has a duty to use due care and diligence in fulfilling the functions of Director and exercising the powers attached to that position;
- make proper use of information acquired in the course of his or her duties with the organisation;
- not take improper advantage of his or her position;
- not allow personal interests, or the interests of any associated person, to conflict with the interests of the organisation;
- engage in conduct that will not bring discredit upon the organisation;
- at all times, to comply with the spirit, as well as the letter of the law and with the principles of the Board Charter;
- must recognise that the primary responsibility of the Directors is to the organisation's members as a whole but should, where appropriate, have regard for the interests of all stakeholders of the organisation;
- be independent in judgement and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Board; and
- must keep all information disclosed to them in their capacity as a Board Director confidential and will not use such information for any other purpose than performing their obligations as a Board Director of McCallum Disability Services Inc.

Desired Personal Attributes

McCallum seeks Board Directors who combine intellectual rigour with collaborative leadership, demonstrating the independence of mind to think strategically and challenge assumptions whilst maintaining the emotional intelligence to work effectively within our governance team. We value directors who bring analytical capabilities to assess complex decisions and their long-term consequences, coupled with the integrity to consistently prioritise organisational interests and the courage to express candid viewpoints respectfully. Essential to board effectiveness is each director's commitment to active participation, contributing meaningfully to board discussions and committee work through strong interpersonal skills, empathetic understanding of stakeholder perspectives, and the ability to communicate clearly whilst listening thoughtfully to diverse viewpoints in our collaborative governance environment.

Selection Criteria

- Proven experience in leadership, governance or senior management within a commercial, community or not-for-profit context.
- Sound understanding of business and finance, with the capacity to assess performance and make well-informed strategic decisions.
- Strong judgement, communication and collaboration skills, with the ability to contribute constructively to board discussions and challenge management appropriately.
- High standards of personal integrity and commitment to the role, including the time required for meetings and preparation.

Desirable

Based on the Board's recent skills composition assessment McCallum is seeking to encourage applications from people with experience in:

- Individuals with lived experience of disability, caring for a person with disability, or direct knowledge of the disability sector are strongly encouraged to apply.
- Business Development/Commercial Growth
- Audit and Risk Management
- ICT Strategy and Governance
- Experience in a large, complex organisation, or a proven understanding of the challenges and dynamics such organisation's face.

Important Information

Board Terms

Each Director of the McCallum Disability Services Board shall hold office for a period of three years. That term being from the closure of the Annual General Meeting at which the Board Director was elected until the closure of the AGM three years later. Board members may also be subject to being eligible for re-election or fulfilling terms less than three years if replacing an existing Board members term.

Director Conflict of Interest Form and Consent to Act as a Director

All candidates successfully nominated to the McCallum Disability Services Board are required to complete a Director Disclosure Form and have a legal requirement to complete a Consent to Act as a Director. Board Directors are also required to comply with the regulatory requirements associated with the Incorporated Associations Act.

NDIS Worker Screening Check

As part of the implementation of the National Disability Insurance Scheme (NDIS) it is a regulatory requirement that all Board Directors hold a valid NDIS Worker Screening Check.

This is a national check, administered by Services Australia in a similar way to a Working with Children's check. The check is valid for 5 years. The cost of the check will be reimbursed by McCallum upon provision of the receipt.

Insurance

Directors will be covered by the Insurance Policies of McCallum Disability Services Inc., subject to the advice of its underwriters, and includes;

- Directors and Officers Insurance, and
- Public Liability (third party personal injury and property damage).

Director Remuneration

Remuneration for Board Directors, for completion of their Board role and responsibilities is determined by members at its Annual General Meeting each year. The Allocation of that pool will be considered at the first meeting of Directors following the Annual General Meeting.

Directors may elect to forego individual remuneration, based on the historical voluntary nature of the role. Directors electing to forego set remuneration will be subject to the same performance assessment criteria as a Director who receives remuneration.

Each Director will be reimbursed for approved out-of-pocket expenses reasonably and properly incurred by the Director in connection with the organisation's business (including travel and accommodation expenses). Alternatively, McCallum may pay such amounts on the Director's behalf.

Directors are to actively monitor and plan their professional development. For appropriate Professional Development purposes Directors should apply to the Chair in writing, including a full outline of the development program for consideration, and receive approval before attending any professional development or training at the organisation's expense.

Board Recruitment Process

- Shortlisted applicants will be contacted to attend an interview with the Board Selection Panel in the fortnight commencing **Monday, 13 October 2025**.
- Following interviews, the preferred applicants will be requested to provide two professional referees and apply for the NDIS Worker Screening Check.
- Board Director/s will be appointed at our AGM on **Thursday, 20 November 2025**, with the first board meeting for our new Director/s taking place on **Monday, 24 November 2025**.
- Terms and conditions of the board appointment will be confirmed in writing in the form of a Director Agreement, and the new Board Director/s will be requested to participate in an induction process.