

# Board Nominations Pack 2025

Becoming a Board Member is a chance to make a real difference. You'll help guide the direction of our organisation, support our mission, and ensure we serve our community well. We welcome people who bring commitment, fresh ideas, and diverse perspectives.

## Introduction

Thank you for your interest in the Neighbourhood Houses Tasmania (NHT) Board. This pack has been compiled to provide:

- NHT background
- strategic direction
- the requirements of Board Members
- a position description and selection criteria for our Board Member position.

For any further information, please contact Mark Mason, NHT Vice President for a confidential conversation.

E: [vicepresident@nht.org.au](mailto:vicepresident@nht.org.au)

## Neighbourhood Houses Tasmania Background

NHT is the peak body for the Neighbourhood House Network in Tasmania. Our purpose is to represent and resource Neighbourhood Houses in Tasmania. Neighbourhood Houses are local community-led organisations that build community capacity using a community development framework.

The membership of NHT is drawn from the Neighbourhood House Network within Tasmania. NHT and each of these individual Houses are independent entities. NHT is not the decision-making body for Houses, but exists to represent, support and enable Houses.

As a peak body in the Tasmanian community services industry, NHT supports:

- developing and responding to policy that impact our members and their communities,
- advocacy on behalf of and with Neighbourhood Houses,
- sharing information with our membership,
- consultation and coordination of the Neighbourhood House Network to ensure their voices and the voices of their communities are heard,
- facilitating training and sector development opportunities to build capacity, strengthen Neighbourhood Houses and the Network.

### Our Vision:

Thriving Tasmanian Communities

### Our Mission:

A peak body supporting and growing our member network as leaders in place-based community development

## Our Values:

**Collaboration:** We work together for a common purpose

**Leadership:** We step up, take risks, and learn from our experiences. We inspire.

**Ethical:** We will be fair just and honest

**Accountable:** We listen, are open and responsive

**Respect:** We treat people as equals with kindness and compassion.

## Context

In 2023, NHT adopted a [new constitution](#) moving from a representative board to a skills-based board.

The Board has responsibility for the CEO who manages a team of 6 staff. NHT is core funded by Department of Premier and Cabinet as peak body for the Network of Neighbourhood Houses. The Board delegates responsibility for the management and day-to-day operations of NHT to the CEO.

The Board have strategic oversight of the organisation, this direction is outlined in the [NHT Strategic Plan 2025-2028](#)

## The role of the NHT Board

The role of the Board is to ensure good governance of NHT by ensuring the delivery of the organisation's objects, setting its strategic direction, and upholding its values.

The Board is collectively responsible and accountable for ensuring and monitoring NHT is performing well, is solvent, and is complying with all its legal, financial, and ethical obligations.

The responsibilities of the NHT Board are broadly outlined in Clause 6 of the NHT Constitution.

The NHT board is committed to achieving the purpose of the organisation which is to act as the peak body within the State of Tasmania for Neighbourhood Houses; it acts to enable strong, diverse and effective organisations that focus on community development to strengthen and support Tasmanian communities. The Board will achieve this through ensuring the Objects of the association are met and acting in accordance with the values of NHT.

## Board Structure

The Board is comprised of seven elected Board Members and up to 2 nominated Board Members. The seven elected Board members are individuals chosen for their skills, experience, values and diversity in contributing to the purpose of NHT, these Board Members are elected by the NHT membership and announced at the AGM. The nominated Board members may be chosen by the Board to fill gaps in skills, experience, knowledge and to increase diversity on the Board where possible.

The elected Board Members have a term of three years and a maximum of two terms. The

nominated Board Members have a 12-month term.

The Board has three committees:

- Finance, Risk and Audit Committee (FRAC)
- Governance Committee
- CEO Performance Review Committee

## Board remuneration

An honorarium is provided to Board Members, and out-of-pocket board-related expenses are paid or reimbursed. The NHT [Board Reimbursement and Honorarium Policy](#) is available upon request.

## Role of the President of the NHT Board

The NHT constitution requires that the role of President of the Board be independent of any member of NHT. As such this position may not have been associated with a Neighbourhood House for the past 3 years and cannot have association with an individual Neighbourhood House over the period of their time as President.

The role of President is to provide leadership to the Board, ensure the board adheres to its fiduciary responsibilities and keeps an accurate record of its meetings. The President is the main point of contact and support to the CEO. The President also acts as the official representative of the organisation and acts on behalf of the NHT Board and/or the organisation in emergency or urgent situations.

The [Board Roles, Responsibilities and Expectations Policy](#) is available upon request.

## Board Meetings

### Frequency and time commitment

- Board meetings – 2 monthly – 2 hours (12 hours annually)
- Preparation for NHT Board meetings – 2 hours (12 hours annually)
- Board Committee meetings – 2 monthly – 2 hours (12 hours annually)
- Board planning meetings – 5 hours annually
- NHT AGM – 1 hour per annum

A Board Calendar of the meetings for the following twelve-month period is tabled at the first Board meeting following the AGM.

### Location

Board meetings are usually on Teams but may be in-person as arranged.

On occasion, the Board will need to meet to deal with business which falls outside the normal board-meeting cycle. As much notice time as possible is provided to directors and the CEO to facilitate quorum attendance.

## Position Description

Board Members are expected to demonstrate their commitment by preparing, attending and engaging in discussions at all Board meetings.

Board Members may be requested to formally represent the organisation by sitting on external committees, participating in consultation processes, or attending delegations to politicians or government officers.

Board Members are required to sign the *NHT Board Member Agreement* (available on request) and commit to the Purpose and Objects of NHT as outlined in the NHT Constitution.

The *Board Roles, Responsibilities and Expectations Policy* is available upon request.

## Assessing Applications

In determining the suitability of a Nominee for the purposes of appointment to the Board, we will be assessing applicants based on the criteria below. It is not necessary for applicants to meet all of the criteria as we are after a Board with a broad range of skills and experience.

### Selection Criteria

#### Essential

- Digital Literacy: All applicants must be digitally literate.
- Community development, Neighbourhood House or Peak Body knowledge: deep knowledge and experience in at least one of these areas is essential.
- Governance experience (or relevant qualifications)
- Desirable
- Legal, finance, risk, relevant community sector networks, or government experience:

We are interested in applicants with a range of these skillsets.

### Diversity

We are committed to fostering a diverse and inclusive organisation, and we welcome expressions of interest from

- Palawa and other First Nations people,
- people from culturally diverse backgrounds,
- people from regional or rural areas – particularly the N and NW of Tasmania
- young people (18-30)
- people who are LGBTIQ+
- people with a disability.
- people with lived experience relevant to our mission

If you have any support or access requirements, we encourage you to advise us at the time of application.

## Applying

Please submit your application by;

- addressing the selection criteria.
- completing the NHT Board Nomination Form [2025 Board Nominations Form](#)
- include a brief C.V.

Address applications to the NHT Public Officer via email [publicofficer@nht.org.au](mailto:publicofficer@nht.org.au)

no later than **5 pm, Monday, 29<sup>th</sup> September 2025**.

## Interviews and Election

Short-listed applicants who score highest on the selection criteria will be invited to an interview with the Nominations Committee. Interviews will take place the week beginning **Monday 6 October 2025**.

Following interviews, successful nominees will be recommended to the Members for election to the NHT Board.

The election will occur between Monday 5<sup>th</sup> – Monday 24<sup>th</sup> November 2025 and new Board Members will be announced at the NHT AGM on Wednesday 26<sup>th</sup> November 2025.

## Questions

If you have any questions and would like a confidential discussion, please contact Mark Mason, NHT Board Vice President.

E: [vicepresident@nht.org.au](mailto:vicepresident@nht.org.au).