

Position Description: Director of Governance



About CNSA

As the peak professional body for cancer nursing, the CNSA strives to promote excellence in cancer care through the professional contribution of cancer nurses. To achieve this mission, the CNSA acts as a resource to cancer nurses around Australia, no matter what their geographical location or area of practice. CNSA is the link between cancer nurses in Australia, the consumers of cancer nursing services, and other health professionals involved in cancer care.

Purpose

The Director of Governance is the Chair of the Governance Committee which oversees the corporate governance of CNSA.

Criteria

- The Director of Governance is a CNSA Board Director with;
 - experience in cancer nursing.
 - demonstrated experience in organisational governance and risk management.
 - demonstrated knowledge and ability to provide leadership in a complex, professional environment and influence the achievement of required outcomes in areas of professional responsibility
 - excellent critical thinking, strategic planning and problem-solving skills.
 - demonstrated high levels of communication, consultation, facilitation and negotiating skills, including report writing and presentation skills.
 - demonstrated ability to work effectively as part of a team.

Key Responsibilities

- Chair of Governance Committee
- Designated minute taker for in-camera sessions
- Set the agenda for Governance Committee meetings in collaboration with the Operations Manager
- Lead the development, implementation and monitoring of the Governance Program and Framework
- Liaise with Chair of Finance and Risk Committee (FARC) Chair regarding Risk Register.
- Manage any Conflicts of Interest and oversee the compliance register.
- Provide advice and assistance with governance issues.
- Identifies board member education and training based on skills matrix.

Reporting relationships

- The Director of Governance reports to the Board of Directors
- The Director of Governance liaises with the Chair of FARC regarding Risk Register.

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