

POSITION DESCRIPTION – CHAIRPERSON

Employment Type: Voluntary

Location: Melbourne

ABOUT OPEN TABLE

Open Table is an independent not for profit organisation that shares free meals with the community made from surplus food in order to reduce food insecurity and food waste.

Specifically, our mission is to:

- Make nutritious meals from surplus food that would otherwise go to waste
- Provide consistent and reliable access to nutritious meals for the community, especially those experiencing social disadvantage and/or food insecurity
- Provide a safe and inclusive environment in which to come share meals and build local communities
- Collaborate and partner with local people and community organisations
- Engage and educate volunteers from the local community

Our values emphasise fairness, inclusiveness, generosity, resourcefulness and collaboration.

For more information, please visit Open Table's website at <https://www.open-table.org>.

POSITION

The Chairperson leads Open Table and its Board in providing leadership, stewardship and strategic governance. While day-to-day operations are led by Open Table's General Manager (GM), the Board-GM relationship is a partnership, and the leadership of the Chairperson is both critical and expected.

KEY RESPONSIBILITIES AND DUTIES:

- General:
 - Serves as the lead of the organisation
 - Ensures the effective action of the board in governing and supporting the organisation, and oversees board affairs
 - Provides leadership to the Board, who sets policy and to whom the GM is accountable
 - Acts as the representative of the board as a whole
 - Ensures the proper orientation of new board members
 - Partners with the GM in achieving the organization's mission
 - Formally evaluates the performance of the GM and informally evaluates the effectiveness of board members
 - Evaluates annually the performance of the organization in achieving its mission
- Community:

- Speaks to the media and the community on behalf of the organisation
- Represents the organisation in the community
- Meetings:
 - Chairs meetings of the Board after developing the agenda with the Secretary and GM
- Sub-committees:
 - Appoints the chairpersons of sub-committees, in consultation with other Board members
 - Serves ex officio as a member of sub-committees and attends their meetings when invited
 - Stays in touch with chairpersons to be sure that their work is carried out
- GM:
 - Conveys information to and discusses issues confronting the organisation with the GM
 - Reviews with the GM any issues of concern to the Board

All board member's responsibilities and duties include:

- Attending quarterly board meetings and important related meetings
- Staying informed about committee matters, preparing themselves well for meetings, and reviewing and commenting on minutes and reports
- Getting to know other committee members and building a collegial working relationship that contributes to consensus
- Actively participating in the committee's annual evaluation and strategic planning efforts
- Participating in fundraising for the organisation
- Serving as a trusted advisor to the GM as s/he develops and implements Open Table's strategic plan
- Contributing to performance evaluations of the GM
- Assisting the GM and Board's in identifying and recruiting other board members
- Partnering with the GM and other board members to ensure that board resolutions are carried out
- Serving on sub-committees and takes on special assignments
- Representing Open Table to stakeholders and acting as an ambassador for the organisation
- Ensuring Open Table's commitment to a diverse board and staff that reflects the communities Open Table serves

BOARD TERMS/PARTICIPATION

Open Table's board members hold office until the position of the member is declared vacant at the next annual general meeting, at which time he/she may be re-elected. Board meetings will be held quarterly and committee meetings will generally be held in coordination with full board meetings, but otherwise as required.

SELECTION CRITERIA

Personal Attributes

This is an extraordinary opportunity for an individual who is passionate about Open Table's mission and who has a track record of board leadership. The ideal Chairperson will have achieved leadership stature in business, government, philanthropy, or the not-for-profit sector.

Qualifications

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the not-for-profit sector
- A commitment to and understanding of Open Table's beneficiaries, preferably based on experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- An ability to cope with limited resources, seize opportunities and think creatively
- Personal qualities of integrity, credibility, and a passion for improving the lives of Open Table's beneficiaries

We want someone who aligns with our values

- Fairness: we share a strong sense of social justice
- Inclusivity: we provide an open table
- Generosity: we give wholeheartedly
- Resourcefulness: we look for creative solutions
- Collaboration: we see the greatest impact through collaboration

HOW TO APPLY FOR THE POSITION

The following information must be provided to the selection panel to assess your suitability for the position:

- Your current Curriculum Vitae or resume including the names and contact details of two referees who have a thorough knowledge of your work performance. These will be contacted only following your expressed permission.
- A short statement of no more than one page which addresses the key responsibilities and duties.

Applications should be emailed to angela@open-table.org.