

Hypertension Australia Board of Directors

Board changes – proposed board structure:

Board Composition



* Company Secretary is NOT need to be a board member.

Consumer - may be appointed later

Mandate

The role of the Board of Directors is to ensure best practices in governance. The Board of Directors (Board) ensures through providing foresight, oversight, and insight that Hypertension Australia progresses toward its mission and consistent with its responsibility to membership, community, funders, key target audiences, and stakeholders.

Competencies

The Board shall establish the minimum competencies, skills, experience, personal characteristics/ attributes and education for all Directors. Directors of the Board shall act in the best interests of the organization and always comply with Hypertension Australia's Board Charter and the constitution.

General Role and Responsibilities

The Board oversees or conducts the broad-ranging business of the organization. Those responsibilities specifically include:

1. Policy Development
 - The Board is responsible for policy development, approval and implementation.
2. Planning
 - The Board is responsible for developing, approving and prioritizing strategic plans that will contribute to the fulfilment of Hypertension Australia's Mission.
3. Administration
 - Board members are responsible for ensuring that Hypertension Australia operates within its By-Laws and Regulations.
 - Board members are responsible for protecting the assets of Hypertension Australia by ensuring

that sound business and financial policies are adhered to by staff and volunteers working on behalf of the organization.

4. Monitoring and Evaluation

- Board members review, monitor and evaluate the activities of Hypertension Australia to ensure that they are consistent with its Mission and are being conducted in a manner that maximizes their contribution to the realization of its Mission.

5. Personnel (Staff and Volunteer)

- The Board assists in identifying and recruiting prospective Board members.
- The Board delegates tasks and responsibilities to staff and volunteers.
- The Board approves the terms of reference for all standing and ad hoc committees.
- The Board appoints an auditor.
- The Board selects and appoints the Chair of the Board.
- The Board elects the Officers of Hypertension Australia (Company Secretary, Chair and Deputy Chair)

6. Finance

- The Board approves an annual budget.
- The Board monitors and evaluates the financial performance of Hypertension Australia on a regular, ongoing basis.
- The Board reviews the annual auditor's report and presents it to the general membership for approval at the time of the Annual General Meeting.

7. Development & Outreach

- The Board Members are ambassadors of Hypertension Australia to expand its network of volunteers, funders, and supporters by connecting with the external community to promote its Mission, values, and programs.
- Board members emphasize, wherever possible, how the services and work of Hypertension Australia complement the work of other related health care organizations.
- The Board supports and participates in sponsorship raising activities.

Composition and Board Organization

The Board will be chaired by the Chair of the Board and is composed of the Chair, Head of Audit and Risk (AKA Treasurer) and other Directors as appointed / elected by the Board / membership. Key roles include Head of Clinical Council, Head of High Blood Pressure Research, Head of Advocacy and Society Liaison, and Head of Strategic Communications. The Board is committed to composition with diversity that reflects the governance needs of the organization and the population served. The minimum number of Directors is five and the maximum is ten (including up to 3 appointed)

The Board operates by delegating to management certain of its authorities, including spending authorizations, and by reserving powers to itself. Certain Board responsibilities may be delegated to Board committees. The responsibilities of those committees will be as set forth in their terms of reference, as amended from time to time.

Available Positions on the Board of Directors

Head of Audit and Risk

Plays a critical role in delivering the organisation's strategic objectives by objectively assessing the adequacy and effectiveness of governance and management of risks, giving an evidence-based opinion on all aspects of governance, risk management and internal control.

Requirements

- Ideally financial and/or governance background or experience
- Experience with NGO or not for profit organisations
- Fundraising experience (DGR knowledge)
- Confident in budget management and reading and understanding financial reports
- Understanding of the ATO requirements and other governance requirements of a company.
- Strong team / committee leadership experience.

Head of Strategy and Communications

This is a key strategic and operational role on the board. Work with HA board and subcommittee members to ensure mission messaging and goals are met through all channels including website, social media, member news, television and print, medical publications. Build and drive HA's public reputation and awareness through members and public alike, in line with strategic plan, mission and vision. Ensure all communications reflect the strategic plan and mission and vision of HA.

Requirements

- Excellent communication and negotiation skills a pre-requisite
- Teamwork
- Plain language and readability awareness for patient material and content
- Ideally website content generation experience
- Understanding of and experience with direct to patient / public communication
- Experience of medical writing, research publications etc.
- Social media skills / awareness to lead comms subcommittee.

Head of Advocacy, Public Relations, and Society Liaison

Serves as the volunteer lead for mission and vision awareness, delivery, and advocacy for Pressure Wise and other future programs. Responsible for liaison with and conjoint opportunities with likeminded organizations such as Heart Foundation, ACvA, Stroke Foundation, ANZSN and CSANZ, as well as with government. Build and drive HA's public reputation and awareness through members and public alike, in line with strategic plan, mission and vision.

Requirements

- Experience developing messaging and materials to the general public in the medical field
- Lobbying and government liaison experience
- Charity experience
- Excellent communication skills and teamwork
- Previous experience working with Heart Foundation and similar organizations desirable.

Head of Clinical Council

Serves as the lead for clinical liaison with relevant stakeholders to ensure the Hypertension Australia's activities are addressing unmet clinical needs and delivers practical and rapidly applicable outcomes.

Requirements

- Knowledgeable and experienced clinician in the field of hypertension and / or related areas such as cardiology, endocrinology or nephrology
- Knowledgeable and experienced in continuing professional developments needs of Health Care Professionals (HCP) including primary care physicians, specialists and allied health professional in Australia.
- Good working relationships with industry
- Ideally experience in a similar role in other organizations such as CSANZ, ANZSN etc.
- Visionary – ability to envisage and drive educational strategic and sponsorship opportunities.
- Experience with grant applications
- Highly regarded in the cardiovascular / hypertension community

Head of High Blood Pressure Research Council

Serves as the lead and coordinator of Hypertension Australia's research activities in general (experimental, clinical, allied health-related, epidemiologic..) and exploring research opportunities with relevant partners and application for relevant local, national, and international grant opportunities. Assists with organizing Hypertension Australia's Annual Scientific Meeting.

Requirements

- Knowledgeable and experienced researcher in the field of hypertension
- Knowledgeable and experience in educational needs of researchers in Australia.
- Good working relationships with industry
- Familiar with and experience in Annual Scientific Meeting requirements
- Visionary – ability to envisage and drive educational strategic and sponsorship opportunities.
- Experience with grant applications
- Highly regarded in the hypertension community
- Ability to lead a team and delegate appropriately to relevant subcommittees and report back to the Board.

Additional to the board we require various subcommittees and working groups to be set up, some of which are to be headed by the relevant board members:

Subcommittees

