



Permanent Care and Adoptive Families Inc. Suite 6/Level
1 69-71 Rosstown Road, Carnegie, Victoria, 3163
T: 03 9020 1833
E: info@pcafamilies.org.au
W: www.pcafamilies.org.au
ABN 50 562 164 576

Position Description

Position title	Non-executive Directors
Location	PCA Families Suite 6, Level 1, 69-71 Rosstown Road, Carnegie, Victoria 3163
Salary	Gratis Pre-approved travel, training, and other expenses
Review Date / Initials	July 2025

Permanent Care and Adoptive Families (PCA Families)

PCA Families is a not-for-profit carer member-based organisation representing families formed by permanent care, kinship care and adoption in Victoria. Established by parents from this community in 2003, we continue to be guided by the lived experience of our members.

We administer the Department of Families, Fairness and Housing (DFFH) Flexible Funding for permanent carers, and the Better Futures/Homestretch Programs for young people. We also provide a helpline, peer support and empower members to advocate for their children and themselves. We deliver a strong voice for members, influencing government and sector policy development.

Our programs and practices include a child-centred and family-focused approach to support strong and sustainable permanent care and adoptive families. PCA Families is governed by an elected Board of up to 9 Directors, including the Chair, that holds expertise and leadership to govern the organisation.

With more than 3,600 members and clients, an annual turnover of \$1.3 million, and a small but dedicated team of staff, PCA Families is the peak body for permanent care and adoptive families in Victoria.

PCAF's Purpose and Strategic Intent:

Our purpose: Supporting families and enriching the lives of children and young people who are unable to live with their birth parents by providing advocacy, support, resourcing and information.

Our strategic intent is to:

- Provide the support families need regardless of order at any time in their journey.
- Develop an informed, skilled workforce that is informed by lived experience.
- Partnering for research to evidence our advocacy and innovation.
- Effectively champion sector changes that ensure timely assessments or parents/carers offering permanency and stability.
- Children and young people are at the centre of all that we do.
- Our service is known as the credible source of information and support.

Key responsibilities of the Board Directors include:

Broadly the PCA Families Board Directors work on behalf of members to oversee the overall business and compliance performance of PCA Families. This includes ensuring that PCA Families implements strategies and supporting policies to enable it to fulfill the purposes set out in PCA Families' [constitution](#) and that PCA Families implements systems to enable it to comply with its legal and policy obligations (such as the Corporations Act 2001 and adhering to accounting standards) and ensuring that its assets are protected through appropriate risk management.

Specific responsibilities of PCA Families Board Directors include:

- Implementing, maintaining and (as necessary) refining a system of good governance that is appropriate for PCA Families.
- Regularly reviewing the board's structure and composition, so that these are appropriate for the organisation.
- Driving the strategic direction of PCA Families.
- Working with the CEO to enable the organisation to obtain the resources and funds to implement the organisation's strategic objectives.
- Approving the annual budget, reviewing reports and monitoring the performance of the organisation.
- Appointing and monitoring the performance of the CEO.

<https://www.aicd.com.au/corporate-governance-sectors/not-for-profit/principles/role-of-the-nfp-board.html>

Director duties under the Corporations Act 2001 include, but are not limited to:

- **Care and diligence** - exercise their powers and discharge their duties with the care and diligence that a reasonable person would have if they were a Director of an Association similar to PCA Families circumstances.
- **Good faith** - exercise their powers and discharge their duties in good faith in the best interests of PCA Families and for a proper purpose.
- **Improper use of position** - not to improperly use their position to gain an advantage for themselves or someone else, or to cause detriment to PCA Families.
- **Improper use of information** - not to improperly use information obtained through the PCA Families Director position to gain an advantage for themselves or someone else, or to cause detriment to PCA Families.
- **Disclosure** - material personal interests must be disclosed in a wide range of circumstances.
- **Insolvency** - prevent insolvent trading by PCA Families.

[Not-for-profit director duties \(aicd.com.au\)](#)

Experience

Demonstrated experience in, or knowledge of, several or all the following:

- Director of a not-for-profit organisation.
- CEO of a similar not-for-profit organisation.
- Growing and diversifying funding in a not-for-profit organisation.
- Working with members and volunteers in a not-for-profit association.
- Understanding of the Out of Home Care sector (including permanent care and Adoption) and/or other sectors such as Health, Education and Justice.

Qualifications

Graduate of Australian Institute of Company Directors or equivalent director qualification will be considered favorably.

Additional information

Cultural competency: As an inclusive organisation PCA Families is striving to become culturally competent. All board directors and staff are expected to undergo regular cultural competence training as part of their professional development plans.

Child safety: PCA Families is a Child Safe organisation with zero tolerance of child abuse. Appointment is also subject to the successful applicant:

- Holding a current Working with Children Check Card at all times.
- Providing relevant Identity checks (i.e., original passport, or driver's license, or birth certificate sighted)
- Hold a current satisfactory Police Check.
- Agreement to above documentation maintained in PCA Families personnel and Directors' files.

Addendum:

PCA Families is seeking to appoint up to nine Directors (seven minimum), at least five who have personal and family connections to Permanent Care and Adoption and at least two of whom do not have involvement with permanent care and adoption but are interested in becoming a Director.

The Board has defined “A close personal or family connection to permanent care or adoption” as an individual who has either:

- (a) Direct lived experience currently or previously as a permanent carer, adoptive parent, child/young person under a Permanent Care Order or adopted child (“lived experience child/young person”); or
- (b) Close family connection currently or previously to an individual with direct lived experience defined as:
 - o Partner/spouse of a permanent carer/adopted parent or a lived experience child/young person, children/young people or other dependents living in household with lived experience child/young person for more than 12 months (e.g., foster/kinship care children, parents of carers/parents).

For the purposes of this definition, permanent care and adoption include the following:

- (a) Permanent care statutory order
- (b) Local or intercountry adoption orders
- (c) Interstate equivalents to permanent care or adoption orders (e.g., long-term guardianship orders)
- (d) Long term informal kinship care of a child/young person who cannot live with their birth parents.

The Opportunity

The role requires:

- Attending 5-6 Board meetings and one strategy day and serving on at least one board sub-committee per year.
- Participation in additional meetings and training, as necessary.
- Meetings will be held face-to-face and online via teams; and
- On average the required commitment is 5-8 hours per month.

The following key skills have been identified for recruitment by the Board based on the current Board skills gap analysis. Our hope is that the two Directors who have a personal and family connections to Permanent Care and Adoption will also be able to fill the skill gaps below:

Skills to be updated as agreed:

- Marketing, media, and communications
- Links to corporate sponsors and success in attracting sponsorships.
- Influencer-demonstrated links potential to funders. i.e., Government departments/philanthropy
- Finance, risk management and technology.