

Position Description

2026

Position Title	Board Member
Engagement status	Voluntary
Working Relationships	Chief Executive Officer, Board Members, Co-opted Industry Specialists
Term	The term of appointment of the Director shall be three years from the first AGM after the casual vacancy appointment is made by the Board. On the third AGM anniversary the Director will be eligible for re-election.

Family Planning Tasmania

Sexual health rights are at the core of everything we do at Family Planning Tasmania (FPT). We strongly believe that accessing quality sexual and reproductive healthcare and education is a fundamental human right. Family Planning Tasmania supports over 16,000 clients a year to improve their sexual and reproductive health through its state-wide clinics in Glenorchy, Launceston and Burnie.

The staff and Board of Family Planning Tasmania are committed to providing services in a manner that recognises the rights of individuals to be consistently treated with a non-judgmental, non-discriminatory, considerate manner, respecting their right to privacy and confidentiality.

FPT operates as a not-for-profit organisation governed by a voluntary board. The majority of funding is provided by the Department of Health, Tasmania. FPT generates additional income from fee-based medical services, Community and School based Education sessions, and the sale of education resources.

In addition to FPT, there is another incorporated entity called the Family Planning Welfare Association of Tasmania Inc (FPWA), which is the owner of premises in Launceston and Burnie. The Board members of FPT are the only members of FPWA and form the Board by virtue of the FPWA Constitution.

The Board's role is to ensure Family Planning Tasmania achieves its strategic objectives. The Board's focus is on:

- Governance
- Strategy
- Compliance
- Monitoring
- Performance

This is a voluntary Board Member position at Family Planning Tasmania and the Family Planning Welfare Association of Tasmania.

Key Accountabilities

All Board Members are accountable to the Board as a whole and to the membership.

Accountability includes a responsibility to ensure actions comply with:

- The Family Planning Tasmania Constitution
- The Family Planning Welfare Association Constitution
- The Associations Incorporations Act 1964
- Requirements of various organisations providing funds in accordance with funding agreements
- The Family Planning Tasmania values and behaviours
- The Family Planning Tasmania governance policies and documents

Responsibilities

Each Board Member has the following role responsibilities as individuals, or to assist the Board as a collective:

- To actively lead and set the strategic direction and priorities of Family Planning Tasmania;
- To develop and approve organisationally appropriate governance policies and documents;
- To engage with, monitor and regularly appraise the Chief Executive Officer (CEO);
- To monitor the Organisation's performance and ensure compliance with relevant legal obligations;
- To evaluate the Organisation's management activities and ensure the delivery of safe and quality care, informed by research, evidence-based principles, and clinical governance standards;
- To actively uphold the values of Family Planning Tasmania;
- To obtain all necessary information in order to be effective in the role and to understand the issues and assess the risks facing Family Planning Tasmania.

Performance

The competence and performance of Board Members will be demonstrated by their:

- Ability and willingness to think, act and speak independently and contribute at a strategic level;
- Ability to apply their experience and know-how to further the vision and mission of Family Planning Tasmania;
- Ability to apply sound governance principles and actively evaluate and monitor the financial, operational and clinical performance of Family Planning Tasmania;
- Freedom from real and/or perceived conflicts of interest;
- Use of own resources and capability to initiate suggestions to the Board on innovations, strategy, planning or other aspects of policy making;
- Ability to make sound decisions that act in the best interests of Family Planning Tasmania;
- Ability to work as an effective team member in the leadership of Family Planning Tasmania;
- Ability to actively uphold the values of the Organisation; and
- Regular attendance, preparation and active participation in Board and Committee meetings.

Commitment

Board members will demonstrate their commitment to Family Planning Tasmania by:

- Reading Board papers thoroughly and preparing for all Board and Committee meetings and events
- Actively participating in all Board and Committee meetings and events
- Participating in approximately six Board meetings per year
- Participating on one Board Committee which meets approximately four times per year
- Attending the Annual General Meeting
- Attending Special General Meeting(s) if applicable
- Attending One training and/or strategy development session(s) per year

Experience, skills and attributes

- Experience in a Board environment
- Demonstrated governance experience and skills
- High levels of commercial acumen and the ability to understand and interpret performance, both financial and operational data
- Demonstrated experience as a strategic thinker and influential leader in their area of expertise
- High level decision-making skills and an ability to apply independent, considered and substantiated opinions to advance the Organisation
- Capacity to attend, prepare and proactively contribute to Board and Committee meetings and events
- Alignment to the philosophy and values of the Organisation