

- **This document is a guide, with suggested content.**
- **Adjust the sections in purple to meet the specific circumstances of your organisation.**

Board Support Person – Position description

Organisational Background

Give outline of your organisation, its purpose, and values...

Board details

Outline the Board – size, where/when it meets, length of meetings, terms etc...

Board Support Role

[Organisation name] values diverse representation on its Board, including people with intellectual or other disabilities. To ensure the full involvement of all Board members in the business undertaken by the Board, it is recognised that support may be required by Board members with disability. This support will be provided by a Board Support Person.

[Organisational name] will check with all Board members about any accommodations they need before they start their role. [Organisation name] will provide the accommodations they need to undertake their role. Resourcing for required accommodations will be included in our annual budget.

To support Board members with an intellectual disability, it is expected that support will be provided:

1. **Before meetings** – to support meeting preparation
2. **During meetings** – to support active involvement and inclusion
3. **Between meetings** – to maintain contact.

The specific support tasks will be based on the needs and preferences of the Board member being supported.

Support will be provided, using supported decision-making principles, without influencing any decisions made by the Board member.

Support will be provided by a person employed or contracted by the organisation. Identification of a suitable person will be done in consultation with the Board person receiving the support. Considerations of any real or perceived conflict of interest will be made prior to a support person being appointed.

The contracted position is estimated to average **xxx** hours per month. The actual hours will be determined following an individualised support plan developed by the Board member requiring support, the Board support person and [nominated person from organisation – CEO, Board chair or other representative].

The Board Support Person will work directly with the Board member with disability. They will be guided in this work by [nominated person from organisation] if needed.

Position Tasks

- Co-develop a support plan with the Board member with disability, in consultation with [nominated person from organisation], based on the support needs of the person with disability. Issues to be considered include:
 1. communication preference
 2. preferred approach to decision-making support
 3. time management support requirements
 4. other as identified.

- Support to be provided in 3 main areas:

1. Preparation for meetings:

Working with the Board member

- Discuss general purpose of upcoming meeting
- Review agenda for any additional or unexpected items
- Go through each report (suggest the use of a Meeting Preparation form for each report)
 - identify key issues in each report

- record any questions or comments that the Board member has, so they can raise them at the meeting
- record any decisions the Board member has made, or what information is needed before decision can be made

At all times, support must be provided without influence. If the Board member needs additional information, this can either be researched together or asked during the meeting.

2. Support during Board Meetings

- assist with any practical access issues (e.g., transport, IT)
- sit near and provide support as required (e.g., ensure Agenda, Reports and the Meeting Preparation forms are in order)
- prompt when/if needed to ask any questions or make comments as planned during preparation
- support understanding of discussions
- request breaks if needed
- ensure the Board is giving the person enough time to voice their thoughts.

3. Check-in support as needed between meetings

- reminders of upcoming meetings or any actions agreed to during previous meeting
 - may include support at sub-Committee meetings where the Board member is involved.
- Organise review meetings with the Board member receiving support and [\[nominated person from organisation\]](#) to discuss support provision, 6-monthly or as needed.

Skills/Attributes required

- Experience with Board and Committee processes
- Basic governance knowledge and/or experience
- Experience working with people with intellectual disability

- Understanding of supported decision-making, and able to carry this out without influence
- Excellent communication skills, including preparation of Easy English and Plain English documents
- Confidence to be able to assert the needs of the person being supported within a Board/Committee setting
- A clear understanding of confidentiality
- A clear understanding of conflict of interest.

Recruitment

May be organised as an employed position or as a contracted position via an Expression of Interest (EOI).

Remuneration

Payment will be in line with current award for support provision used by your organisation or negotiated with the contractor.