

Empowering Lives, Strengthening Futures

Are you a seasoned leader with a passion for community and a strong grasp of governance? Queensland Positive People (QPP), a peer-led **community organisation** dedicated to improving the lives of people living with HIV, is seeking a **Board Member** to join our committed team.

QPP provides **accredited** community development, peer navigation and case management services to support those living with HIV together with peer-led testing for HIV and other STIs, with 42 staff located across Queensland.

We are looking for an individual with prior board experience, particularly in **governance procedures and financial oversight**. Your expertise will be instrumental in guiding our organisation's strategic direction, ensuring sound financial management, and upholding the highest standards of accountability.

QPP is an Incorporated Association in Queensland of which our membership is made up of people living with HIV, and associate members who are allies of our positive community. Our constitution requires that most of our board members are people living with HIV, and we're proud that 6 out of 7 positions are currently filled by committed and enthusiastic individuals.

A position, created though a provision for "**Special Representative**" roles on our board, is currently vacant. These positions can be filled by someone living with HIV (Member) or a supportive ally (Associate Member), providing they reside in Queensland. This allows us to bring in specific skills and expertise that can really help our board thrive.

This is a vital role, requiring a commitment of at least **1-2 years**. Serving on our board can be voluntary or remunerated as per Health Consumer Queensland Remuneration Guidelines. Your contributions will directly impact our ability to deliver essential services, helping to reduce new transmissions of HIV and other STIs, advocate for the rights of people living with HIV, and foster a supportive and inclusive community.

If you're ready to make a meaningful difference and contribute your valuable skills to a cause that truly matters, we encourage you to express your interest, so we can discuss the possibilities with you, or jump right in and complete a nomination to join the board. Both can be completed via [our online form](#).

The current QPP Board Special Representative Position Description is included below for review.

Role Title	QPP Board Special Interest Representative
Organisation	Queensland Positive People Incorporated (QPP)
Length of Term	24 months

Primary Purpose of Role	
Unlike all other Board Members Special Interest Representatives may be Ordinary Members or Associate Members or QPP. They are elected to supplement the knowledge or skills mix of the Board as identified from time to time through use of the QPP Skills Matrix.	
QPP Values	
Diversity	We value and celebrate our diverse community and we welcome the opportunity to walk with others, hear different voices and break down barriers.
Equity	We recognise that each person is an individual, and we help provide the resources and opportunities needed to reach a just and fair outcome.
Quality	We innovate and deliver services founded on best practice, through lived experience, consultation, and research. We strive to be reliably informed to remain accountable.
Freedom	Freedom for self-determination, this is what enables us to achieve our unlimited potential. We support social transformation through individual and collective engagement, and we uphold the power of people to effect change.
Empathy	We build relationships based on compassion. We do this by demonstrating kindness, respect and by listening, and reflecting.
Belonging	We recognise the importance of connection, and we build supportive environments that value open participation from people with different ideas and perspectives.

Accountability	Responsibilities
Governance	- Contribute to enacting delegated authority for QPPs governing documents including the Constitution and governance related policy and guidelines. - Operate at all times in accordance with Governance Standards as set out by the Australian Charities and Not for Profit Commission (ACNC). - Ensure that the organisation's financial affairs are conducted with transparency and accountability in an ethically, environmentally, and socially responsible fashion. - Assist in monitoring the organisations performance and ensure it aligns with the collective interests of members, stakeholders, Board, management and employees. - Enact legal duties as required: - Act in good faith and for proper purpose. - Act with reasonable care, skill and diligence. - Do not improperly use information or position. - Disclose any conflicts of interest and where appropriate refrain from voting on related matters.

Leadership	• Contribute to organisational performance to deliver value and benefits to members and community with particular focus on clinical and/or medical fields. • Contribute to the collaborative development of the organisations vision, values and behaviours. • Demonstrate, promote and monitor a collaborative and unified organisational culture. • Contribute to Board, CEO and other key executive positions recruitment, induction, evaluation reviews, skills development and succession planning. • Oversee the management of elevated financial critical incidents as required.
Strategic Direction	• Contribute to the development of the strategic direction and objectives of the organisation in conjunction with the remaining members of the Board and CEO. • In conjunction with Finance Risk and Audit Committee develop budgets and allocation of resources that optimise delivery of the Annual Strategic, Operational and Communication Plans. • Monitor the strategic direction of the organisation and the attainment of its strategies and objectives in conjunction with the executive.
Financial and Risk Management	• Monitor the financial position and operational performance of the organisation including assessment of risk and audit function. • Assure the principal risks faced by the organisation are identified, and ensure that appropriate control and monitoring systems are in place to manage the impact of these risks. • Review and approve the organisation's internal compliance and control systems and codes of conduct. • In collaboration with Finance Risk and Audit Committee ensure the timeliness and accuracy of the organisation's financial and other reports to the Board allow them to meet their statutory and constitutional obligations. • Contribute to the design, implementation and periodic review of appropriate and effective policies, processes and codes for the organisation.
Strategic relationships and Communications	• Represent the public face of the organisation and views of the Board to its community and broader stakeholders, as required. • Facilitate open and constructive communications amongst members and encourage their contribution to Board deliberations. • Support the implementation of the communications Strategy targeting key political stakeholders and funding agencies, as required • Promote the organisation to members, service partners and the community as opportunities arise. • Support member and stakeholder engagement, reporting and information flows.

Board Members are required to obtain the following:

- National Police Check
- Blue Card
- ACNC Declaration that they are not bankrupt or disqualified from holding a governance role on a Board/committee.
- National Director ID number
- Required Vaccinations

Personal competencies for this position are:

- An interest in understanding current health and legal policy as it relates to people living with HIV and the HIV public health response;
- Highly developed communication skills (both written and verbal) with the ability to effectively and confidently speak in public;
- Leadership skills including negotiation and conflict resolution.

Business competencies for this position are:

- Knowledge of corporate governance
- Financial management and reporting experience
- Business acumen