



## CDH Australia - President

**Help us change the outcome for babies born with the life-threatening birth condition, Congenital Diaphragmatic Hernia (CDH).**

**CDH Australia is a national charity supporting families affected by CDH.**

Congenital Diaphragmatic Hernia means being born with a hole in the diaphragm. This rare and complicated birth condition has a survival rate of 50%. On average, two families per week will receive a CDH diagnosis for their child which can affect any pregnancy and has no known cause or cure.

CDH Australia works to improve the lives of those affected by funding research, raising awareness, and helping families navigate their own CDH journey. We manage a peer support network, connect families with support and services, and provide medically reviewed information about CDH.

Over the past few years, we have funded two research projects which have helped improve the treatment options and outcomes for babies born with CDH. We are currently working on an exciting and innovative third research project.

Our charity is led by volunteers located all over Australia, many of whom have been directly affected by CDH. Our volunteers are hands-on and actively involved in the direction and operation of our organisation.

Our volunteers enjoy the flexibility of working from home at times that suit their schedule.

Our organisation is small, but our service offering is large. Our Vision is for no family to face CDH alone.

**Can you help?**

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Learn more ...

[What is Congenital Diaphragmatic Hernia?](#)

[About Us](#)

[Annual Reports and Registrations](#)

## President

### Position Description

<b>Role title:</b>	<b>CDH Australia President (volunteer)</b>
<b>Suitability:</b>	Background in administration, management, and/or governance.
<b>Time commitment:</b>	1/ On average, 2-4 hours per week 2/ Prepare and lead the monthly online meeting (approx. 60-90minutes / month)
<b>Location:</b>	Remote: volunteer from home. You may be located anywhere in Australia.
<b>Reports to:</b>	CDH Australia Members
<b>Role purpose:</b>	The President is responsible for overseeing all CDH Australia's activities including governance, preparing, and chairing Board of Directors meetings and liaising with internal and external stakeholders as required.
<b>Key areas of responsibility:</b>	<ul style="list-style-type: none"> <li>• Serves as the chief volunteer of the organisation and sets the tone – ethics, standards, values, and culture.</li> <li>• Provides leadership to the Board of Directors, who set policy.</li> <li>• Encourages the Board's role in strategic planning.</li> <li>• Appoints the chairpersons of committees, in consultation with the Board.</li> <li>• Discusses issues confronting the organisation with the Board.</li> <li>• Helps guide and mediate Board actions, organisational priorities, and governance</li> <li>• Monitors financial planning and financial reports.</li> <li>• Manages board effectiveness and the performance of the organisation</li> <li>• Performs other responsibilities assigned by the Board.</li> </ul>
<b>Tasks:</b>	<ul style="list-style-type: none"> <li>• Oversees compliance with all governing bodies and regulators such as ACNC and ATO requirements as well as state fundraising bodies and compliance.</li> <li>• Keeps accurate and complete records and saves documents and important correspondence in the Google Drive</li> <li>• Chairs board meetings efficiently and shapes the agenda in relation to goals, strategy, budget, performance, and governance matters</li> <li>• Chairs the annual general meeting and prepares annual report.</li> <li>• Provides requested information for newsletters as required.</li> <li>• Delivers CDH Australia presentations as required (e.g., conferences, fundraising events, virtual videos).</li> <li>• Interacts with stakeholders including members, medical profession, media, and regulators as required.</li> <li>• Checks email account daily.</li> </ul>

## Board of Directors

### Responsibilities

#### **Purpose:**

The purpose of the Board of Directors is to advise, govern, oversee policy and direction, and assist with the leadership and general promotion of CDH Australia so as to support the organisation's vision and mission.

Our vision is for no family to face CDH alone and our mission is to improve the lives of those affected by CDH, support and advocate for families, raise awareness and support research.

#### **Responsibilities:**

Board Directors must comply with Australian legislative requirements of a Company Director and the CDH Australia Constitution. Key responsibilities include:

- Organisational leadership and advisement; provide input into the strategic plan and monitor the organisation's progress towards achieving established goals.
- Formulation and oversight of policies and procedures.
- Financial management, including adoption and oversight of the annual budget.
- Regular attendance of board meetings (via Skype) and important related meetings.
- Can commit to contributing their time and skills to further the aims of the organisation.
- Participate fully on-board committees as assigned. This means attend meetings, read the necessary documents ahead of time and be prepared to discuss the issues at hand.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Stay informed about committee matters, prepare themselves well for meetings, and review and comment on minutes and reports.
- Get to know other committee members and build a working relationship that contributes to consensus.
- Help communicate and promote CDH Australia's mission and programs to the community.
- Advocate on behalf of the organisation – Directors must be prepared to promote the views of the organisation in order to secure funding, legislation and other support for the organisation. This requires an informed board member.
- Keep discussions and reports confidential.

#### **Length of term:**

One year from appointment at the Annual General Meeting.



## How to apply

Please email: [hr@cdh.org.au](mailto:hr@cdh.org.au)

### Please include:

- Cover letter - outlining why you are interested in becoming a volunteer Board Member for a national charity.
- Any relevant work experience, education, background, lived experience, or qualifications.

### Application due by:

Please contact us by 16<sup>th</sup> October 2022.

### Questions?

Please email: [hr@cdh.org.au](mailto:hr@cdh.org.au)

### Want to know more about us?

Please visit: <https://cdh.org.au/get-involved/volunteer-with-us/>

### Thank you for applying.

We appreciate your offer to help families impacted by Congenital Diaphragmatic Hernia.