



ACA Victoria Executive Board Member Position Description

About Australian Childcare Alliance Victoria

The Australian Childcare Alliance Victoria Inc. (ACA Victoria) is a not-for-profit, membership-based, peak body organisation that advocates and provides services to owners of early learning services.

As per ACA Victoria's Strategic Plan 2023 – 2025, we aim to help our members by delivering high-quality, affordable, accessible and sustainable early childhood education and care through our Mission, Vision, and Value Statements outlined below.

Mission

A voice and support for our members, driving success for the early learning community.

Vision

Championing excellence in outcomes for the early learning community, leading to children's success in life by:

- Providing leadership in early childhood education and care
- Enabling members to provide the highest quality of care to their families
- Acting with integrity, honesty and developing trust
- Respecting our members and the parents and children in their care
- Collaborating with stakeholders in the interests of our members and the sector

Values

- To lead with respect and integrity
- To collaborate and innovate
- To champion excellence
- To embrace diversity, equity and inclusion

ACA Victoria

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Purpose of the Executive Board

The purpose of the Executive Board is to advise, govern, lead, promote, and oversee policy and the direction of the ACA Victoria by adhering to ACA Victoria's Inc. Constitution and Strategic Plan through the following three strategic pillars:

Support	Accessible and informed sector services with a commitment to membership value
Develop	Engaging in and providing opportunities for members and sector wide growth
Lead	Be recognised as the lead peak body for the early learning sector

Board Tenure

One year, with options to renominate as per the requirements of the Australian Childcare Alliance Victoria Inc. Constitution.

Responsibilities

As an Executive Board Member, you are expected to undertake these responsibilities:

- Ensure ACA Victoria operates and abides by laws and regulatory requirements and monitor regulatory changes to ensure compliance
- Work closely with the General Manager to achieve ACA Victoria's strategic goals outlined in the Business Plan
- Actively contribute to the development, implantation and review of ACA Victoria's strategic direction
- Act as an ambassador for ACA Victoria by promoting its mission and values.
- Foster positive relationships with members, partners, sponsors, and other stakeholders to strengthen ACA Victoria's influence and reach.
- Uphold high ethical standards, act with integrity, and maintain confidentiality in all board matters.
- Declare any conflicts of interest and act transparently in all board activities.
- Engage in ongoing professional development opportunities, including governance training and sector updates, to enhance your effectiveness as a board member.
- Commit to attend, a minimum of:
 - 10 Board meetings
 - 4 - 6 Member Meetings/events, including the Annual General Meeting (AGM)
 - Summit and Conference annually

Key Requirements

- A genuine passion for advancing the interests of early childhood education and care providers in Victoria.
- Demonstrated experience in early childhood education, care services, or related fields, with a strong understanding of the challenges and opportunities within the sector.
- A dedication to fostering a diverse and inclusive environment within the board, ACA Victoria and the broader early childhood community.
- Knowledge and understanding of governance responsibilities, including legal, ethical, and financial obligations of a board member
- Commitment to upholding high ethical standards, transparency, and accountability in all board activities.
- Proven leadership skills with the ability to think strategically and contribute to the board's decision-making process.
- Strong networking skills with the ability to advocate for ACA Victoria and its members at various levels.
- Basic understanding of financial statements, budgeting processes, and the financial management of non-profit organisations.

Additional Requirements

- An Approved Provider of a registered early childhood education and care service
- 18 years or over
- A financial member of ACA Victoria
- Willingness to dedicate time to attend board meetings, sub-committee meetings, and other events or activities as documented.