

Board Nominations Pack 2026

Join our Board and help shape the future of Neighbourhood Houses Tasmania (NHT).

Becoming a Board Member is a chance to make a real difference. You'll help guide the direction of our organisation, support our mission, and ensure we serve our community well. We welcome people who bring commitment, fresh ideas, and diverse perspectives.

Introduction

Thank you for your interest in the Neighbourhood Houses Tasmania (NHT) Board. This pack has been compiled to provide:

- NHT background
- strategic direction
- the requirements of Board Members
- a position description and selection criteria for our Board Member position.

For any further information please contact Michelle Ewington, NHT President for a confidential conversation. president@nht.org.au

Neighbourhood Houses Tasmania Background

NHT is the peak body for the Neighbourhood House Network in Tasmania. Our purpose is to represent and resource Neighbourhood Houses in Tasmania. Neighbourhood Houses are local community-led organisations that build community capacity using a community development framework.

The membership of NHT is made up of Neighbourhood Houses within Tasmania. NHT and each of these individual Houses are independent entities. NHT is not the decision-making body for Houses, but exists to represent, support and enable Houses.

As a peak body in the Tasmanian community services industry, NHT supports:

- developing and responding to policy that impact our members and their communities,
- advocacy on behalf of and with Neighbourhood Houses,
- sharing information with our membership,
- consultation and coordination of the Neighbourhood House Network to ensure their voices and the voices of their communities are heard,
- facilitating training and sector development opportunities to build capacity, strengthen Neighbourhood Houses and the Network.

Our Vision:

Thriving Tasmanian Communities

Our Purpose:

A peak body supporting and growing our member network as leaders in place-based community development

Our Values:

Collaboration: We work together for a common purpose

Leadership: We step up, take risks, and learn from our experiences. We inspire.

Ethical: We will be fair, just and honest

Accountable: We listen, are open and responsive

Respect: We treat people as equals with kindness and compassion.

Context

The Skills-based Board operates according to the constitution, which was updated in 2023, <https://www.nht.org.au/nht-constitution>.

The Board has responsibility for the CEO who manages an annual budget of approximately \$500,000 and a team of 4-5 staff, as well as supporting the Network of Neighbourhood Houses (members). The Board delegates responsibility for the management and day-to-day operations of NHT to the CEO.

The Board have strategic oversight of the organisation, this direction is outlined in the [NHT Strategic Plan 2025-2028](#)

NHT receives core funding from the Tasmanian Government Department of Premier and Cabinet (DPAC).

The role of the NHT Board

The role of the Board is to ensure good governance of NHT by ensuring the delivery of the organisation's objectives, setting its strategic direction, and upholding its values.

The Board is collectively responsible and accountable for ensuring and monitoring NHT is performing well, is solvent, and is complying with all its legal, financial, and ethical obligations.

The responsibilities of the NHT Board are broadly outlined in Clause 6 of the NHT Constitution.

The NHT board is committed to achieving the purpose of the organisation which is to act as the peak body within the State of Tasmania for Neighbourhood Houses; it acts to enable strong, diverse and effective organisations that focus on community development to strengthen and support Tasmanian communities. The Board will achieve this through ensuring the Objects of the association are met and acting in accordance with the values of NHT.

Board Structure

The Board is comprised of seven elected Board Members and up to 2 nominated Board Members. The seven elected Board members are individuals chosen for their skills, experience, values and diversity in contributing to the purpose of NHT, these Board Members are elected by the NHT membership and announced at the AGM. The nominated Board members may be chosen by the Board to fill gaps in skills, experience, knowledge and to increase diversity on the Board where possible.

The elected Board Members have a term of three years and a maximum of two terms. The Board may also 'co-opt members for a 12-month term.

The Board has three committees:

- Finance, Risk and Audit Committee (FRAC)
- Governance Committee
- CEO Performance Review Committee

Board remuneration

The positions are voluntary and an honorarium is provided to Board Members to acknowledge their contribution in line with the current policy.

Out of pocket board-related expenses are paid or reimbursed.

The NHT [*Board Reimbursement and Honorarium Policy*](#) is available upon request.

Role of the President of the NHT Board

The NHT constitution requires that the role of President of the Board be independent of any member of NHT. As such this position may not have been associated with a Neighbourhood House for the past 3 years and cannot have association with an individual Neighbourhood House over the period of their time as President.

The role of President is to provide leadership to the Board, ensure the board adheres to its fiduciary responsibilities and keeps an accurate record of its meetings. The President is the main point of contact and support to the CEO. The President also acts as the official representative of the organisation and acts on behalf of the NHT Board and/or the organisation in emergency or urgent situations.

The *Board Roles, Responsibilities and Expectations Policy* is available upon request.

Board Meetings

Frequency and time commitment

- Board meetings – every 2 months — 2 hours (12 hours annually)
- Preparation for NHT Board meetings — 2 hours (12 hours annually)
- Board Committee meetings – every 2 months — 2 hours (12 hours annually)
- Board planning meetings — 5 hours annually
- NHT AGM — 1 hour per annum

A Board Calendar of the meetings for the following twelve-month period is tabled at the first Board meeting following the AGM.

Location

Board meetings are usually online via Microsoft Teams but may be in-person as arranged.

On occasion, the Board will need to meet to deal with business which falls outside the normal board-meeting cycle. As much notice time as possible is provided to directors and the CEO to facilitate quorum attendance.

Position Description

Board Members are expected to demonstrate good governance practices and a commitment to preparing, attending and engaging in decision making at all Board meetings.

Board Members may be requested to formally represent the organisation by sitting on external committees, participating in consultation processes, or attending delegations to politicians or government officers.

Board Members are required to sign the *NHT Board Member Agreement* and commit to the Purpose and Objects of NHT as outlined in the NHT Constitution.

Assessing Nominations

The Role of the Board

The NHT Board provides governance and strategic leadership for the organisation. The Board is committed to the principles of strong corporate governance, upholding the highest standards of ethical and responsible conduct in executing fiduciary duties.

There are two board positions available. Board terms are for a period of 3 years.

Please note that when the current Constitution was adopted in 2023, the terms of appointment for the first Board Members elected were staggered to avoid all Board Members being on the same tenure rotation.

Diversity

NHT is committed to fostering a diverse and inclusive organisation, and we are seeking board members with **specialist diverse lived expertise/experience**. We welcome nominations from:

- Palawa and other First Nations people,
- people from culturally diverse backgrounds,
- people from regional or rural areas – particularly the N and NW of Tasmania
- young people (18-30)
- people who are LGBTIQ+
- people with a disability.
- people with lived experience relevant to our purpose

If you have any support or access requirements, we encourage you to advise us at the time of nomination..

Skills and Experience

Nominees will be assessed against the selection criteria below to determine their suitability for election and appointment to the NHT Board. For this selection process, the Board is particularly seeking candidates with priority skills and areas of expertise. These are the first 3 listed and bolded below and will be weighted more heavily in the assessment process.

- **Diverse lived expertise/experience**
- **Legal experience and qualifications**
- **Financial experience and qualifications**
- Governance experience and qualifications
- Audit and risk experience and qualifications
- Community Development Practice
- Strategic thinking
- Sustainability and funding diversification
- Lived experience – Neighbourhood Houses
- Partnerships and Stakeholder Engagement

Commitment

The NHT Board and Committees meet every 2 months, needing an approximate commitment of 4 hours per month for a general Board Member. More hours are required for the President and Committee Chairs.

Board Members are expected to demonstrate good governance practices and a commitment to preparing, attending and engaging in decision making at Board meetings.

Remuneration

The positions are voluntary and an honorarium is provided to Board Members to acknowledge their contribution in line with the current policy. Out-of-pocket expenses will be paid or reimbursed directly related to board activities.

How to nominate

To obtain a Board Nominations Pack, please go to [2026 Board Nominations and resources](#) | Nominations close at 5 pm on Monday 28th September 2026.

Please submit:

- a [Nomination Form](#) addressing the Selection Criteria, and
- a brief C.V.

Please address nominations to the NHT Vice President via email vicepresident@nht.org.au no later than **5pm, Monday 28th September 2026**.

Interviews and Election

Short-listed nominees that score highest on the selection criteria will be invited to an interview with the Nominations Committee. Interviews will take place on the week beginning **Monday 5 October 2026**.

Following interviews, successful nominees will be recommended to the Members for election to the NHT Board.

The election will occur between Monday 2nd – Monday 23rd November 2026 and new Board Members will be announced at the NHT AGM on Wednesday 25th November 2026.

Questions

If you have any questions and would like a confidential discussion please contact Michelle Ewington, NHT Board President at president@nht.org.au.