Board Recruitment Information Pack 2025

Applications Close:
Sunday 21 September, 5pm

CENTRAL COAST COMMUNITY WOMEN'S HEALTH CENTRE

Welcome, and thank you for your interest in joining our Board

As the largest women-focused charity and the longest-serving provider of physical and mental health services for women in our region, Central Coast Community Women's Health Centre (CCCWHC) has been walking alongside women for nearly five decades.

Our mission is simple yet powerful — to improve the health, wellbeing, safety, and futures of women across our community.

We are proud to offer free or low-cost health and support services designed by women, for women. Our work is grounded in compassion, respect, and the belief that every woman deserves to live free from violence, trauma, and disadvantage.

Whether through clinical care, counselling, or holistic wellbeing programs, we support women to navigate challenges, break cycles of violence and intergenerational trauma, and rebuild their lives with dignity and confidence.

In the past year alone, we've supported more than 6,000 women and their children to live safer, healthier, and more connected lives.

We currently have a number of positions available on our Board and welcome applications from people with a wide range of professional backgrounds.

We are looking for women with experience in:

1. Women's health, mental health, or DFV services
2. Strategic planning
3. WH&S and compliance
4. Law, risk, or governance
5. Experience in cybersecurity and digital transformation to inform governance of digital risk and innovation
6. Accounting, finance, or audit

7. Fundraising, philanthropy, or social enterprise
8. Communications, advocacy, or government relations
9. Community sector leadership or lived experience (e.g., First Nations, Culturally and Linguistically Diverse (CALD), LGBTQIA+, disability)

However, if you bring different expertise and share our commitment to advancing gender equity and improving the wellbeing outcomes for women & children on the Coast, we encourage you to apply. Diversity of skills and perspectives is vital to the strength and success of our Board.

In this pack, you will find the Position Description, a link to our 2027 Strategic Plan, and our Code of Conduct to help you understand the role and our organisational priorities.

Why Join the CCCWHC Board?

As a Director, you will contribute your skills and experience to strengthen the governance and strategic direction of the largest women-focused community service on the Central Coast.

This is an opportunity to play a vital role in advancing gender equity, improving community wellbeing, and shaping the future of an organisation with a proud history and a bold vision.

Our Values

At CCCWHC, our values of Ownership, Belonging, and Wellbeing are grounded in a feminist framework that upholds all women's inherent rights to:

- Live free from violence
- Make informed choices about their lives and bodies
- Thrive with dignity, connection, and purpose

We create spaces where:

- Ownership is encouraged through empowerment and active participation

- Belonging is fostered through inclusivity, collaboration,
- and respect
- Wellbeing is nurtured as an act of resilience, care, and connection

Nomination Requirements

To apply for nomination as a Director, candidates must submit:

1. Cover Letter explaining how your skills align with and support the delivery of CCCWHC's Strategic Plan and mission.

2. Statement of Relevant Skills and Experience or Curriculum Vitae (CV).

3. Signed Eligibility Declaration confirming compliance with ACNC and ASIC disqualification criteria.

4. Signed Declaration confirming:

- You hold (or will obtain prior to appointment) a current Working with Children Check.

- You have no criminal record that would make you ineligible to serve as a Director.

Applications close on Sunday 21 September 2025 at 5pm, and can be sent to: board@ccwh.org.au

Janet Attwood

Chair

Our History

Established in 1976, we are the largest and longest-serving provider of holistic women's healthcare on the Central Coast.

With an almost 50-year history, we may have grown considerably over the past five decades, but we haven't lost our purpose of women helping women to create safe and healthy futures for every woman.

When the Centre was first founded, women's health and issues such as domestic, family and sexual violence were still taboo and considered 'secret women's business.'

Today, we exist due to the courage and sisterhood of an extraordinary group of women who created a safe space for women to come for support, women-specific healthcare and a sense of community.

These women often faced widespread opposition and at times risked their own safety and reputation to help vulnerable women in our community.

Every day, our staff, board and members work to build on the achievements of these women, anchoring us to our purpose and founding principles of women empowering, helping and supporting women.

POSITION DESCRIPTION

Board Non-Executive Director
Central Coast Community Women's Health Centre (CCCWHC)

ABOUT US

Central Coast Community Women's Health Centre (CCCWHC) is a feminist, not-for-profit organisation providing holistic, trauma-informed services to improve the health, wellbeing, safety, empowerment, and social inclusion of women across the Central Coast. We work to advance the status of women by promoting gender equity, amplifying women's voices, advocating for systemic change, and fostering inclusive communities where all women are valued, connected, and able to thrive.

We deliver women-focused healthcare, mental health support, domestic and family violence (DFV) services, sexual and reproductive health care, counselling, and well-being programs across three centres at Wyoming, Wyong, and Woy Woy.

Founded in 1976, CCCWHC exists to ensure that all women, especially those experiencing disadvantage or marginalisation, can access safe, affordable, and quality care.

CCCWHC is a company limited by guarantee under the Corporations Act 2001 (Cth) and is a registered charity with the Australian Charities and Not-for-profits Commission (ACNC).

OUR VALUES

At CCCWHC, our values of Ownership, Belonging, and Wellbeing are grounded in a feminist framework that upholds all women's inherent rights to live free from violence, to make informed choices about their lives and bodies, and to thrive with dignity, connection, and purpose.

We believe in creating spaces where women are empowered to take ownership of their choices and contributions; where belonging is fostered through inclusivity, collaboration, and respect; and where well-being is nurtured as an act of resilience, care, and connection.

Together, these values guide how we work, how we care, and how we walk alongside the women in our community and each other.

BOARD STRUCTURE

- **Seven (7) Non-executive Directors**, including Chair, Deputy Chair, Treasurer, and Secretary.
- Board committees include:
    - Audit & Risk Committee
    - Finance Committee
    - AGM Nominations Committee (time limited)
    - Governance Review Committee (temporary)

ROLE & CONTEXT

As a Non-Executive Director, you will provide mission-driven leadership and strategic governance. Working collaboratively with the Board and CEO, you will help steward CCCWHC's long-term sustainability, uphold its feminist principles, and contribute to the organisation's governance and oversight.

The ACNC sets minimum governance standards that all charities must meet. The ACNC's Governance Standard Five requires that charities take reasonable steps to make sure that the members of their governing body know and understand their legal duties and carry out their duties.

KEY RESPONSIBILITIES

- Uphold CCCWHC's purpose, mission, vision, and feminist values.
- Uphold collective Board decisions in public and private and maintain confidentiality.
- Provide strategic oversight of organisational performance, risk, and sustainability.
- Advocate for CCCWHC and represent the organisation positively to stakeholders.
- Make reasonable inquiries to ensure CCCWHC operates effectively, efficiently, and lawfully.
- Serve on at least one Board Committee
- Serve as Board sponsor on strategic projects as needed

Each Director is expected to:

- Review all documents in advance of meetings to ensure informed participation
- Actively participate in meetings and decision making
- Attend and actively support key events, fundraising, and community engagement activities

- Attend approximately **12 Board meetings per year**, plus Board sub-committee meetings, the AGM, strategic planning sessions and other Board workshops and training as needed.

TIME COMMITMENT

- Approximately 2 days a month (over the month)

TERM OF APPOINTMENT

- **3-year initial term and can be re-elected for a further two (2) terms.**
- Directors may resign at any time by written notice; appointments may end under provisions of the Corporations Act and CCCWHC's Constitution.

PERSON SPECIFICATION

- Knowledge of director responsibilities, including fiduciary, legal, ethical, and financial duties.
- Strategic insight and ability to contribute to governance and decision-making.
- Capacity to monitor organisational performance and risk.
- Financial literacy, including the ability to read and interpret budgets and reports.
- Commitment to feminist principles, gender equality, and social justice.
- Collaborative, consensus-seeking approach.

Desirable specialist expertise:

- Women's health, mental health, or DFV services
- Strategic planning
- WH&S and compliance
- Law, risk, or governance
- Experience in cybersecurity and digital transformation to inform governance of digital risk and innovation
- Accounting, finance, or audit
- Fundraising, philanthropy, or social enterprise
- Communications, advocacy, or government relations
- Community sector leadership or lived experience (e.g., First Nations, Culturally and Linguistically Diverse (CALD), LGBTQIA+, disability)

QUALIFICATIONS

- Essential: Relevant tertiary qualifications and/or extensive sector or governance experience.
- Desirable: AICD Company Directors Course or Governance Institute qualifications.

REMUNERATION & EXPENSES

- Voluntary (unpaid) role.
- Reasonable expenses (pre-approved) reimbursed.
- CCCWHC maintains Directors & Officers Insurance.

POLICIES & CONFIDENTIALITY

Directors are expected to comply with CCCWHC's Constitution, governance policies, and Code of Conduct and to uphold confidentiality at all times.

INDUCTION & CHECKS

- National Police Check
- NSW Working with Children Check
- Any additional probity checks as required
- Completion of induction program

ACKNOWLEDGEMENT

Appointment is subject to members being successfully voted in at the AGM, in accordance with the Constitution, and the satisfactory completion of all pre-appointment checks and acceptance of the responsibilities of the role.

Janet Attwood
Chair
Central Coast Community Women's Health Centre

Signed:

Full Name:
Date:

Code of Ethics and Conduct

1. Purpose

At Central Coast Community Women's Health Centre (CCCWHC), we uphold the principles of feminism, equity, and empowerment in all that we do. We expect all employees to embody the highest standards of ethics, integrity, and respect when interacting with the women who use our services, our colleagues, and all other stakeholders. This commitment includes but is not limited to, full adherence to all legal obligations and the values that guide our work.

This Code outlines the standards of behaviour expected of all employees, ensuring that our actions consistently align with our mission and values.

2. Standards of Conduct

The standards expected of employees include:

2.1. Commitment to CCCWHC Philosophy and Women's Empowerment:

(a) We abide by the philosophy of CCCWHC in all actions and decisions.

(b) We respect and validate the lived experiences of all women, understanding that their voices and stories are central to shaping our services and policies.

(c) We act in ways that support women's agency and autonomy, recognising that every woman is the expert in her own life.

(d) We uphold and protect the rights of women using the service at all times.

(e) We always act in the best interest of the women who use the service, prioritising their well-being and safety.

2.2. Commitment to CCCWHC Values and Integrity:

(a) We behave in a way that upholds CCCWHC's values, integrity, and good reputation.

(b) We comply with reasonable direction given by someone who has the authority to give direction.

(c) We commit to being honest in all our dealings, ensuring that our actions and communications are truthful, transparent, and reflect the highest standards of ethical behaviour.

(d) We refrain from making disparaging or negative remarks about CCCWHC, both within and outside the workplace, as we recognise that maintaining the organisation's good reputation is essential to our mission and values.

(e) We commit to being open and honest by reporting any mistakes, incidents, or concerns to the appropriate people as soon as possible. This helps maintain trust and accountability in our organisation.

2.3. Maintaining a Safe and Professional Workplace:

(a) We maintain a workplace free from drugs or alcohol and do not come to work under the influence, ensuring we can perform our duties and maintain the safety of ourselves and others.

(b) We behave in a manner free from harassment, intimidation, bullying, or any physically or emotionally threatening behaviour, both in-person and online.

2.4. Professional Communication and Work Conduct:

(a) We act with care and diligence in the course of our duties at CCCWHC.

(b) We carry out our responsibilities in a professional, responsible, and conscientious manner.

(c) We use language that is accessible, inclusive, and respectful, giving due consideration to the diverse backgrounds and cultures of our clients.

(d) We ensure that our communication is professional, clear and sensitive to the needs of all individuals, promoting an environment of respect, understanding and inclusion.

(e) We dedicate our time, attention, and expertise during working hours to fulfilling our roles, ensuring that our contributions are meaningful and aligned with CCCWHC's mission.

(f) We collaborate effectively as part of a unified team, fostering a culture of mutual respect, support, and courtesy toward all colleagues.

(g) We proactively address issues and concerns as they arise, approaching them with openness and a commitment to finding solutions that uphold our collective values.

(h) We are committed to maintaining clear and respectful professional boundaries in all our interactions with women who use our services, as well as with colleagues and stakeholders, ensuring that our conduct fosters trust, safety, and empowerment.

2.5. Consideration for Others:

(a) We recognise that our decisions have a profound impact, and we commit to making thoughtful and informed choices, that are aligned with CCCWHC values and principles.

(b) We are accountable in our interactions, ensuring that we respond to the needs and concerns of others with urgency and care.

(c) We cultivate a spirit of solidarity and mutual support among CCCWHC staff members, understanding that our strength lies in our collective commitment to supporting and empowering women.

(d) We treat all individuals with dignity, fairness, and respect, upholding the values of equity and justice in all our interactions.

(e) We respect the diverse beliefs and identities of those we serve and work with, recognising the importance of inclusivity in fostering a supportive environment.

(f) We remain sensitive to the unique experiences and challenges faced by others and strive to create a space that is welcoming, inclusive, respectful, and free from harm or offence.

2.6. Compliance with Policies and Laws:

(a) We follow all CCCWHC policies, procedures, rules, regulations, and contracts.

(b) We comply with all laws.

(c) We follow all reasonable and lawful instructions given by or on behalf of CCCWHC.

(d) We use all CCCWHC property, money, and equipment in a careful and purposeful manner, ensuring that such activity is authorised and aligns with our organisation's mission and values.

2.7. Conflict of Interest:

(a) We adhere to CCCWHC's Conflicts of Interest Policy.

(b) We declare any potential or actual conflict of interest and act impartially without prejudice.

(c) We do not accept gifts or benefits that could influence our decisions.

2.8. Confidentiality and Privacy:

(a) We uphold the trust placed in us by maintaining strict confidentiality regarding internal matters of CCCWHC.

(b) We are committed to protecting the privacy and dignity of all individuals by rigorously following the law and CCCWHC's policies on Confidentiality and Privacy.

3. Roles, responsibilities and delegations

Role	Responsibility
All employees	• Adherence to the Code

Related Policy Documents and Supporting Documents	
Legislation	• Anti-Discrimination Act 1977 • Work Health and Safety Act 2011 and Regulations • Privacy and Personal Information Protection Act 1998 • Health Records and Information Privacy Act 2002 • Sex Discrimination Act 1984

	• Fair Work Act 2009 • Child Protection (Working with Children) Act 2012
Policy	• Workplace Health and Safety Policy • Anti-Bullying and Harassment Policy • Conflicts of Interest Policy • Confidentiality and Privacy Policy • Communication and Social Media Policy • Client Rights and Responsibilities Statement • Equity Diversity and Inclusion Statement
Procedures	
Forms	

Policy Governance

Code of Conduct Policy	
Category/Business Group	Corporate Governance
Published Externally (Yes/No)	No
Approver	CCCWHC Board
Responsible Officer	Chief Executive Officer
Contact Officer	Chief Executive Officer
Effective Date	30 August 2024
Next Review Date	30 August 2027
Version	1

Revision History

Version	Approved by	Approval date	Effective date	Sections modified
1	CCCWHC Board	30 August 2024	30 August 2024	

Printed copies are uncontrolled. Please access all CCCWHC policies and procedures via the Policy Register.

Central Coast Community Women's Health Centre

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CCCWHC acknowledges that we carry out our work on Darkinjung Land, and we pay our respects to these lands and its people