



Voluntary Board Representative Momentum Mental Health

Position Description

Main Location: 112 Russell Street, Toowoomba, Queensland

Position Type: Voluntary

Reports To: Chair of the Board

About Momentum Mental Health

Momentum Mental Health is a not-for-profit community organisation dedicated to improving mental, physical, spiritual and social wellbeing across Toowoomba and regional Queensland. With inclusive leadership, evidence-based programs, and over 60 community partnerships, Momentum empowers individuals through co-designed support, creative expression, education, and connection. Momentum's main service site is Toowoomba, with a further site in Chinchilla (outreaching in Tara and Miles) and well as satellite sites in Warwick, Dalby and Kingaroy.

We are proud recipients of multiple Business Excellence Awards and are a finalist in the 2024 Queensland Community Impact Awards. Our board plays a vital role in guiding the strategic direction, governance, and sustainability of the organisation.

Position Overview

The Voluntary Board Representative plays a critical role in providing strategic guidance, oversight, and support to ensure the sustainability, compliance, and impact of Momentum Mental Health. This role involves active participation in planning, operations, organisational governance, and audit responsibilities—working collaboratively with fellow directors and leadership team to help Momentum achieve its vision of “mental health and wellbeing for everyone, every single day”.

You will work alongside a committed Board and Leadership Team to oversee planning, risk, compliance, and performance. You'll also help ensure diverse community voices, lived experiences, and regional perspectives are represented in board decisions.

Key Responsibilities

Strategic Planning & Oversight

- Approve Momentum's strategic plan and monitor performance against it.
- Annually assess external trends and risks to inform strategic direction.
- Approve the annual organisational budget and major strategic initiatives.

- Endorse and regularly review Momentum’s policies and procedures.

Organisational Governance

- Recruit, appraise, advise, and support the CEO and senior leadership.
- Ensure management succession planning is in place and aligned with long-term goals.
- Review human resource planning and organisational structure to meet future needs.
- Propose and approve new board directors, filling vacancies as necessary.
- Approve the CEO’s annual performance review and remuneration.
- Annually evaluate the performance of the Board and take steps to improve its effectiveness.

Operational Leadership

- Monitor performance outcomes against Momentum’s mission and long-range goals.
- Assess financial strength to ensure long-term viability and sustainability.
- Provide strategic feedback and constructive input on programs and services.
- Approve significant operational decisions, including major investments or changes in service models.
- Contribute to long-term strategic development and approve annual operational plans.

Audit, Risk & Compliance

- Stay informed about Momentum’s operations and risks via board reporting.
- Ensure financial and performance reports are accurate and transparent.
- Appoint independent auditors (subject to member approval) and review audit outcomes.
- Ensure appropriate policies are in place to manage conflicts of interest.
- Monitor compliance with relevant laws, standards, and community mental health regulations.

General Board Responsibilities

- Attend regular (bi-monthly) and special board meetings (virtual attendance optional).
- Review board papers in advance and participate actively in discussions and decisions.
- Participate in at least one major Momentum event each year.
- Cover personal costs associated with the role (e.g., travel to meetings).
- Support the organisation’s fundraising and advocacy efforts.
- Read, understand, and uphold Momentum’s Constitution, policies, and values.

Desired Skills and Attributes

- Strategic Acumen: Ability to think critically, evaluate complex issues, and contribute to long-term planning.
- Governance Knowledge: Understanding of not-for-profit governance principles; AICD qualifications or equivalent are desirable.
- Community Perspective: Strong regional knowledge or lived experience in mental health or social impact.
- Financial and Risk Literacy: Ability to read and interpret financial reports and strategic documents (training and support available if needed).
- Collaborative Mindset: Team player who engages respectfully and constructively in board processes. Collaborative, inclusive, and values-aligned approach to board engagement.
- Advocacy and Leadership: Commitment to mental health equity, inclusion, and systemic change.

Eligibility and Commitment

- Must be 18 years or older.
- Reside in Darling Downs, Queensland, preferably with knowledge of or connection to the Toowoomba or regional areas.
- Ability to attend board meetings (in-person or virtual), read board papers, and participate in sub-committees as needed.
- Willing to commit to a 2-year term (renewable), including preparation and participation in board meetings and key activities.
- This is a voluntary, unpaid role. Reimbursement of reasonable travel expenses may be available.

Desirable Qualifications/Experience

- AICD Foundations of Directorship or Company Directors Course.
- Previous board or committee experience in community or health sectors.
- Professional background in governance, law, finance, mental health, education, or community services.

Momentum's Strategic Plan

