

Explanatory Notes and Information

Preferences and Skills Matrix

1.1 Why use a Preferences and Skills Matrix?

The role of the Division Council under the Governance Regulations is carried out by the Division Council as a group.

The Preferences and Skills Matrix is intended to help Division Councils to assess whether there are any gaps in their collective skills and experience, that may be desirable to look for in new members of the Division Council.

1.2 Why Consider This Now?

The upcoming Division Annual General Meeting process makes it a timely opportunity to identify experience and skills gaps that the Division Council wants to focus on when undertaking its election or appointment processes under the Governance Regulations.

1.3 How to use the Preferences and Skills Matrix?

Ask each existing Division Councillor to self-assess their Preferences and skills using the key:

- ● = High
- ◐ = Medium
- = left blank = Low

Note: It is important that when you are seeking to appoint (as opposed to elect) people as Division Councillors, that you ensure that they align with gaps identified in the Preferences and Skills Matrix.

Role of the Division Council

The role of a Division Council (under [Governance Regulation](#) 6.1) is:

- (1) **Promotion and Recruitment:** to actively support:
 - (i) the promotion of the Society's activities in the Division;
 - (ii) the recruitment of Members and Volunteers in the Division; and
 - (iii) fundraising activities in the Division;
- (2) **Communication and Feedback:** to act as a communication channel:
 - (i) up to the Board and to management from Members and Volunteers in the Division;
 - (ii) down to Members and Volunteers within the Division from management; and
 - (iii) down to Members and Volunteers from the Board (if required);

Note: The preferred communication channel to Members and Volunteers from the Board is direct.

- (3) **Governance of local activities:** to establish and regulate Branches, Regions, Zones and other models of Members and Volunteers self-organisation within the Division;
- (4) **Advisory:** to consider issues of significance to the Division, including consulting with management (in line with the operating model) on undertaking work to support the Society's strategy in the Division; and

Note: The Director – State/Territory is an employee of the Society and reports to a member of management as determined by the CEO (Secretary-General). Although the Director – State/Territory does not report to the Division Council, they work in collaboration with the Division Council to achieve the strategic goals of the Society in the Division as determined by the Board.

- (5) to undertake any other functions delegated to it by the Board.

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