

<b>Role:</b>	<b>Division Councillor</b>
<b>Length of term:</b>	Up to three years (with eligibility to be re-appointed for two further three-year terms)
<b>Remuneration:</b>	Non-remunerated volunteer role, other than reimbursement of reasonable expenses
<b>Location:</b>	Flexible, within respective Division

*Building an inclusive, diverse and active humanitarian movement based on voluntary service*

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### About Australian Red Cross

Australian Red Cross exists to support people in their most difficult moments. With 110 years' experience and a nationwide community of 16,000+ members and volunteers, we act locally and connect globally to deliver what's needed, when it's needed most.

From emergency support, critical blood donations, migration services and community resilience, to international capacity building and promoting respect for the laws of war, we continue to stand beside and treat every human with dignity.

We belong to the International Red Cross and Red Crescent Movement, and together with 191 other National Societies in countries around the world, we are part of the world's largest humanitarian network; 16 million volunteers working alongside our staff to help those impacted by crisis, disaster and conflict.

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### Division Councillor: Role and Responsibilities

Each State and Territory of Australia is a Division of Australian Red Cross. Each Division has a Division Council that is comprised of at least five and no more than 12 Division Councillors, who support the Division Council to fulfil its role which includes:

- **Promotion and Recruitment:** to actively support:
  - the promotion of Australian Red Cross' activities in the Division;
  - the recruitment of members and volunteers in the Division; and
  - fundraising activities in the Division;
- **Communication and Feedback:** to act as a communication channel:
  - up to the Board and to management from members and volunteers in the Division;
  - down to members and volunteers within the Division from management; and
  - down to members and volunteers from the Board (if required);
- **Governance of local activities:** to establish and regulate Branches, Regions, Zones and other models of members and volunteers self-organisation within the Division;
- **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

The role requires Division Councillors to:

- Attend Division Council meetings and associated preparation time (as determined by each Division Council).
- Participate in Division Committees, which are established by the Division Council to support its role.
- Participate in travel within the Division (as required).

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### Division Council Chair: Role and Responsibilities (in addition to Division Councillor Role and Responsibilities)

The Division Council Chair is appointed by the Division Council from amongst the Division Councillors in accordance with the Governance Regulations. The role of the Division Council Chair includes:



- Leading Members in the Division (including the Division Council) and ensuring they are adhering to the Rules and Governance Regulations;
- Acting as a representative of the Division on the National Council (ex-officio); and
- Acting as the primary liaison point between the Division Council and the Director-State/Territory between meetings of the Division Council.

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#### **Division Council Deputy Chair: Role and Responsibilities** (in addition to Division Councillor Role and Responsibilities)

The Division Council may elect a Division Councillor with leadership capabilities to act as the Division Council Deputy Chair in accordance with the Governance Regulations. The Division Council Deputy Chair's role is to:

- Support the Division Council Chair, and to act as Division Council Chair during any absence or unavailability of the Division Council Chair; and
- Act as a representative of the Division on the National Council (unless an alternate Division Councillor is determined in accordance with the Rules).

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#### **Division Council Youth Member role** (in addition to Division Councillor Role and Responsibilities)

At least one Division Councillor must be under 30 years of age at the time of election or appointment, who the Division Council shall appoint to the position of Youth Member of the Division Council. The Youth Member will act as a representative of the Division on the National Council (ex-officio).

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#### **Organisational culture and code of conduct**

As a Division Councillor, you are expected to be a leader of positive culture for Australian Red Cross. This includes:

- Promoting the tone of Australian Red Cross' culture as set by the Board.
- Fostering a culture of open communication, trust, and respect.
- Being guided by the Fundamental Principles of the International Red Cross Red Crescent Movement:  
**Humanity** | **Impartiality** | **Neutrality** | **Independence** | **Voluntary Service** | **Unity** | **Universality**

See [redcross.org.au/about/our-code/](https://redcross.org.au/about/our-code/) for more details on Australian Red Cross' Code of Conduct.

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#### **Role requirements**

- Be a member of Australian Red Cross within the Division. *You can join as a member here:*  
[redcross.org.au/membership/](https://redcross.org.au/membership/)

*Under the Governance Regulations, Elected Division Councillors must (at the time of nomination) have been a member of Australian Red Cross for at least six months.*

- Be at least 18 years of age.
- Hold, or be able to obtain, an acceptable National Criminal History Check.
- Hold, or be able to obtain, a Working with Children/Vulnerable People Check in the Division.
- Not be employed by Australian Red Cross or Australian Red Cross Lifeblood (including within 12 months of appointment or election).
- Undertake Australian Red Cross' volunteer induction and other ongoing learning and development opportunities (as required by Australian Red Cross).
- Always act in accordance with the Australian Red Cross' [Code of Conduct](#), [Child Safety and Wellbeing Policy](#) and our [Child Safe Code of Conduct](#).
- Comply with the Australian Red Cross' Workplace Health and Safety management system.