



<b>Position</b>	Board Chair (Voluntary)
<b>Organisation</b>	Caladenia Dementia Care (Caladenia)
<b>Location</b>	Hybrid meetings – In person and virtual, 11 Hilledge Lane, Mooroolbark
<b>Date</b>	August 2025
<b>Remuneration</b>	Voluntary with reimbursement for reasonable out of pocket expenses
<b>Meetings</b>	<p>The Board holds up to 6 ordinary meetings per year, plus a strategic planning day and AGM.</p> <p>Board Committees meet at different frequencies, based on need are:</p> <ul style="list-style-type: none"> <li>• Care Governance and Risk</li> <li>• Governance</li> <li>• Finance</li> <li>• Strategy</li> </ul>
<b>Enquiries</b>	<p>Sarah Yeates, CEO</p> <p>9727 2222</p> <p>sarah.yeates@caladenia.com.au</p>

## Organisation Overview

Founded in 1983 by Trish Maggs OAM, Caladenia Dementia Care began as a volunteer-led day service to support people living with dementia and their carers. Today, we operate six days a week from our purpose-built facility in Mooroolbark, delivering both on-site and community-based programs.

We provide respite and activity programs to around 100 people living with dementia each week, along with support groups and programs for family carers. Caladenia is funded through the Commonwealth Home Support Program (soon to transition to the Support at Home Program) and also delivers services via the NDIS, Home and Community Care for Younger People program, and Home Care Packages.

With 22 staff, 40 volunteers, a solid financial foundation, and a strong reputation in the sector, Caladenia is well positioned for growth and innovation as we navigate significant aged care reforms.

[Our Strategic Plan can be accessed here.](#)

### Mission

Our mission is to empower people with dementia and their families and carers, throughout Melbourne, to live their fullest lives by providing flexible, personalised social and recreational activities, information, respite and advocacy.

### Values

- We believe in the intrinsic value of everyone who comes through the door. Each individual matters and deserves to live as full a life as possible.
- We prioritise dignity and respect.
- We strive to deliver high-quality, flexible, personalised care and support.
- We are invested in the work that we do. We work hard, with grace and humility.
- We work as a team, supporting and showing kindness to each other.
- We always act with honesty, transparency and integrity.
- We value our connection and faithfulness to Caladenia's founder and original ideals.
- We believe in growing Caladenia responsibly.
- We innovate together, drawing on input from all our stakeholders.
- We are committed to being a voice for people with dementia.

### Vision

To be the recognised care and support model for people with dementia and their families and carers, with a wide range and reach of flexible, personalised services – 'a Caladenia everywhere' across greater Melbourne, changing the way governments and the community think about dementia.

### **Position Summary**

The Board Chair leads a values-driven Board that governs Caladenia Dementia Care, ensuring the organisation delivers safe, high-quality, person-centred dementia care and thrives in a changing aged care environment.

The Chair works closely with the CEO, Board, and stakeholders to set strategic direction, oversee governance and risk, and uphold Caladenia's mission, vision, and values.

## **Key Responsibilities**

### **Leadership & Governance**

- Lead and facilitate effective Board meetings, ensuring productive, well-informed decision-making.
- Maintain focus on mission, vision, values, and strategic objectives.
- Ensure the organisation meets its legal, ethical, and fiduciary obligations.
- Foster a culture of integrity, accountability, and transparency.
- Promote strong Board–management relationships and team cohesion.

### **Strategy**

- Oversee the development, implementation, and monitoring of the Strategic Plan.
- Ensure adequate resources to achieve strategic goals.
- Monitor organisational performance against objectives.
- Identify and address emerging risks and opportunities.

### **Financial Oversight**

- Monitor financial performance, sustainability, and compliance.
- Support fundraising, business development, and strategic growth initiatives.

### **Risk management**

- Identify and mitigate potential risks to the organisation's financial stability and reputation.
- Ensure the organisation's Risk Management framework is updated and monitored.
- Ensure headline risks are identified, raised and managed appropriately.
- Ensure continuous improvement plans are in place to meet ACNC, ASIC, accreditation and other standards.

### **CEO accountability and performance**

- Build a constructive, open, and supportive relationship with the CEO.
- Provide guidance, mentoring, and feedback.
- Lead the CEO's annual performance review in collaboration with the Board.
- Act as a sounding board on strategy, operations, and risk.

### **Board Development**

- Support recruitment, induction, and ongoing development of Board members.
- Lead periodic Board evaluations to strengthen governance capability.

## External Engagement

- Represent Caladenia to members, stakeholders, government, funders, and the community.
- Advocate for Caladenia's mission and model of dementia care.
- Foster partnerships to advance organisational goals.

## Qualifications, Experience & Attributes

We value diversity and aim to reflect the communities we serve in our Board composition. We encourage applications from people of all backgrounds, abilities, and lived experiences.

- Proven leadership in governance, with prior Board or Committee Chair experience highly regarded.
- Governance qualifications, GAICD or equivalent, is desired.
- Strong understanding of governance principles and fiduciary duties.
- Knowledge of aged care, health, not-for-profit, or social services sectors.
- Business development, strategic growth, and/or commercial expertise.
- Strong communication, interpersonal, and facilitation skills.
- Collaborative and culturally aware.
- Commitment to Caladenia's mission, values and Code of Conduct.
- Willingness to undergo national police check, Director ID, Aged Care key personnel check, and NDIS worker screening.

## Time Commitment

- Board and CEO meetings and Committee participation, as required.
- Preparation time for meetings.
- Additional time for strategic, advocacy, or stakeholder engagement as needed.

## Term

As per Caladenia's Constitution:

- A Board member may serve up to nine years (three consecutive three-year terms), with re-election at the end of each term.
- Any extension beyond nine years requires Board approval.