



POSITION DESCRIPTION AND CANDIDATE INFORMATION

MDC Foundation Limited director

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|---|---|
| Annual budget | \$7-\$8m |
| Number of paid staff (FTE) | 10 (13-15 head count) |
| Number of volunteers | ~ 1,500 |
| Current board | <p>Chair – Leeanne Turner</p> <p>Non-Executive Directors –Nicole Osborne (retiring), Stephen Reilly, Melissa Birks, Sue Field, Jocelyn Furlan, Melanie Warman and Basil Hyman.</p> <p>CEO/Executive Director – Zara Lawless</p> |
| Board meetings (frequency) | Seven per year |
| Location where board meetings are held | Melbourne, Victoria or held virtually |
| Role | Non-Executive Director |
| Area of expertise being sought | <p>The Board is seeking strong Finance/Audit expertise and experience (essential requirement). It is also expected that applicants will have an understanding of the Not-for-Profit ethos and experience/skills in one or more of the following (in addition to Finance/Audit expertise and experience):</p> <ul style="list-style-type: none"> • Digital Customer Experience; • IT / Digital; • Major Events; • Fundraising / Sponsorship / Marketing. |
| Payment | Nil (voluntary position) - reimbursement of expenses only |

MDC Foundation Limited governs the [Mother's Day Classic](#), a nationwide walk/run event that raises funds for breast and ovarian cancer research.

From 1998 to 2023 proceeds from the Mother's Day Classic were donated solely to the National Breast Cancer Foundation (NBCF) to fund breast cancer research.

From 2024, the MDCF Board decided, while recognising there is still much to be done in funding breast cancer research, to offer Mother's Day Classic participants and donors the opportunity to raise funds for ovarian cancer research in addition to breast cancer research as a dual cause event.

MOTHER'S DAY CLASSIC (MDC)

The Mother's Day Classic is an annual fun run and walk on Mother's Day. Our aim is to deliver a fun and inspirational community event that celebrates and honours those impacted by breast and ovarian cancer and raises awareness of, and funds research for treatment and prevention of, these diseases.

The event was established in 1998 by Women in Super, a national network of women who work in the superannuation and finance industries. Women in Super's support of the nationwide event is demonstrated through a strong employee and volunteer engagement program facilitated throughout their networks.

MDC FOUNDATION LIMITED (MDCF)

MDC Foundation Limited as trustee for Mother's Day Classic Foundation is a company limited by guarantee, and a public company with charitable status (MDC Foundation Limited ACN 604 328 994).

Proceeds from the MDCF are donated to the National Breast Cancer Foundation and the Ovarian Cancer Research Foundation to fund life-changing research in accordance with the selection of MDC event participants. MDCF endeavours to keep costs low, so as much as possible can be donated.

ABOUT THE OPPORTUNITY

There is currently a position vacant on the board of MDC Foundation Limited.

The MDCF Board is looking to recruit a director with strong Finance/Audit expertise and experience in addition to one or more of the following experiences/skill sets:

- Digital Customer Experience;
- IT / Digital;
- Major Events; and/or
- Fundraising / Sponsorship / Marketing.

It is expected that applicants will have an understanding of the Not-for-Profit ethos.

In accordance with the MDC Foundation Limited Constitution, in addition to the skills and experience above, each director must possess the following attributes:

- Act in accordance with the law;
- Act ethically and with integrity;
- Act in accordance with the Mother's Day Classic's core values;
- Act in the best interests of the Mother's Day Classic's supporters, volunteers and beneficiaries;
- Deal fairly, objectively, and impartially with all stakeholders, supporters and beneficiaries; and
- Promote and support these principles through leadership within their organisation/industry and the community.

Other core competencies include the ability to think and influence strategically, an understanding of corporate governance including risk management, and capacity to work collaboratively. Strong networking capability to aid progression of the Foundation is highly desired as well as prior board experience and governance qualifications being desirable but not mandatory.

This appointment will be made giving consideration to ensuring there is an appropriate mix of skills, experience and diversity on the board.

MDC Foundation Limited provides an equal opportunity workplace and is committed to equal treatment of all employees and board members without regard to race, national origin, religion, gender, age, sexual orientation, physical or mental disability or other basis protected by law, so all suitably qualified persons are encouraged to apply.

ABOUT THE BOARD

The board is comprised of directors with a diverse range of skills. These skills range from accounting, legal, risk management and governance, people and culture, to marketing, IT, business strategy and CEO experience. The board is a strong, collaborative team united by our common purpose.

COMMITMENT

Seven Board meetings are held in total in a calendar year, as follows: Melbourne (twice a year in person) or via Microsoft Teams (five times a year) for approximately 2 hours. In addition, the board holds a half-day strategy meeting and an AGM, both of which are linked to a regular board meeting. Directors are also required to attend the Mother's Day Classic at a location of your choosing and the August Celebration function in Melbourne, where we announce the donation to the National Breast Cancer Foundation and the Ovarian Cancer Research Foundation.

As a truly national event, we encourage applications from all states and territories, with flight and accommodation expenses covered for in-person Board meetings (two per year).

Approximate commitment timetable:

Board meetings

| | | |
|----------|--|-----------------------------------|
| March | Campaign launch | 1-2 hours, usually held virtually |
| April | Campaign update | 1 hour, usually held virtually |
| June | Event debrief | 1 hour, usually held virtually |
| August | Event strategy, budget & donation recommendation | 4 hours, held in person |
| August | Audit sign-off | 1 hour, usually held virtually |
| October | Risk & strategy meeting, includes AGM | 3 hours, held in person |
| December | | 1-2 hours, usually held virtually |

Other commitments

| | |
|--------|---|
| May | Mother's Day Classic event |
| August | Celebration Function (usually timed with first board meeting held in August) |

LENGTH OF SERVICE

This board position would be appointed for three years until 2028, after which time a director may be re-appointed as a director (up to a total term of nine years).

THE BENEFITS

- Contribute to the success of the MDC by raising life-saving funds for breast and ovarian cancer research.
- Opportunity to participate in the direction and governance of the MDC Foundation Limited.
- Develop your governance, collaborative, teamwork skills with a set of highly accomplished peers.

MORE INFORMATION / APPLY

To apply (or to seek further information) please email:

- a cover letter and
- copy of your CV to:

Emily Mulcahy, Board Secretary, MDC Foundation Limited by email
(emulcahy@mothersdayclassic.com.au, Ph 03. 9960 2856).

Your covering letter should set out your skills, experience and qualifications, plus the contribution you believe you can add to the Foundation. Please also identify if you've had any involvement with the MDC or Women in Super.

Applications should be submitted by close of business **Friday 11 April 2025**.