

Document Name:	Board member Position Description
Document Version:	V1
Endorsed Date:	August 2024
Review Date:	August 2026

BOARD MEMBER POSITION DESCRIPTION

Introduction

Whittlesea Community Connections is governed according to the Rules of the Associations Incorporation Act 1981 (Victoria). Under the Rules of Association, the Whittlesea Community Connections Board is given wide powers to pursue the objects of the Association. Our Constitution and Annual reports including financial statements are available on our website <https://whittleseacommunityconnections.org.au>

Purpose

This position description articulates the competencies, qualifications/knowledge, experience and commitment expected and, in some specific instances, desired by those already a member of Whittlesea Community Connections Board, or for those considering becoming a Board Member.

Composition of the Board

As a proud place based organisation, the Rules of Association currently require members to have a meaningful connection with Whittlesea LGA. The Board is made up of 10 ordinary members and 2 representatives from our current volunteers. There is provision for 2 co-opted (non-voting) members who may have relevant expertise and networks but do not currently have a meaningful connection to the City of Whittlesea.

The Board of Whittlesea Community Connections operates as a governance board and as such, a variety of competencies and skills are required to successfully fulfil this role. Whilst all Board members have broad governance responsibilities (many outlined and governed by legislation), it is desired that Whittlesea Community Connections will broadly include people who are:

- visionaries or strategic thinkers
- practical people
- analytical people
- communicators who can manage stakeholder groups, including volunteers, partners, politicians and community members

Whittlesea Community Connections has a diverse workforce which represents the community we work alongside and support. WCC believes that a diverse and inclusive workforce improves the experience of our employees, volunteers and clients. It builds capability by promoting equity and bringing diversity of approach to the way we work, leading to greater creativity, improved productivity and better outcomes for our community.

WCC promotes a culture of safety and is committed to the principles of inclusion, equity and diversity in its recruitment and employment policies. People are not discriminated on the basis of gender, sexual orientation, ethnicity, language, religion, gender identify, ability or age.

Key responsibilities

To govern the organisation in accordance with legislation, the Rules of Association, the Board Charter and any other duties or policies that arise from time to time.

The Board is responsible for the financial viability and the ongoing strategic direction of the organisation. The Board's role is to ensure that sufficient funds are available for the organisation to meet its liabilities. The Board sets the strategic vision and delegates the operation of the organisation to the CEO.

The Board must monitor and evaluate the CEO's progress towards meeting the stated objectives.

The following outlines the expectations of all Board members:

- Come to meetings prepared - meetings will be run on the presumption that all Board papers have been read.
- Contribute to robust, respectful and informed discussion about the strategic future of Whittlesea Community Connections, how we grow and respond to any changing circumstances. Use their personal and professional networks to further Whittlesea Community Connections goals and objectives.
- Abide by Whittlesea Community Connections Code of Ethics

WCC provides a safe and inclusive environment and ensures appropriate Directors and Officers insurance is maintained.

Preferred experience

Specifically, the Board of Whittlesea Community Connections desires to obtain a variety of members who have extensive knowledge and experience (+5 years) in the following key areas so that collectively the Board membership adequately covers:

- governance
- organisational strategy
- policy development
- accounting and finance
- risk management
- legal
- fund-raising, marketing and communications
- organisational development, managing people and human resources
- sector knowledge in one of our key sectors - community development, volunteering, employment services, settlement, social services, legal assistance, food systems, social enterprise
- expertise/networks in one of our 5 strategic priorities – young people, gender equity and family violence, healthy and connected communities, employment and participation or climate resilient communities
- advocacy

Board Training opportunities are available throughout the year and Board members can identify training appropriate for their needs and aspirations.

Personal qualities

Board members are expected to demonstrate the following personal qualities:

- Integrity - fulfilling a director's duties and responsibilities, putting the organisation's interests before personal interests, acting ethically.
- Curiosity and courage - a director must have the curiosity to ask questions and the courage to persist in asking or to challenge management and fellow board members where necessary.
- Interpersonal skills - a director must work well in a group, listen well, be tactful but able to communicate their point of view frankly.
- Genuine interest in the organisation and its activities.
- Instinct - good business instincts and acumen, ability to get to the crux of the issue quickly.
- An active contributor - there is no room for those who do not contribute.
- Takes accountability and keeps commitments.

Commitment:

- Minimum of 7 hours per month. Attendance and active participation at Board meetings, sub-committee meeting and the AGM (mixture of both in person and online meeting attendance is required)
- Willingness to actively serve on one sub-committee
- Participation in Board performance reviews
- Ad hoc attendance at strategy days, site visits, community events and launches
- Public and professional support of Whittlesea Community Connections and its activities

Tenure

As per the Whittlesea Community Connections Rules, the term of office for a Member of the Board is two years following their election at the AGM.

To remain open to new ideas and independent thinking, the members have determined that Board members should serve no longer than 4 concurrent terms of office.

Procedures

Board members are normally elected by the membership at the AGM in line with the constitution. The Board may however fill a casual vacancy for the period until the next AGM.

Communication

All current Board members are able to view this position description on Whittlesea Community Connections document management system or are entitled to view this position description on request.

All people applying for a Board role should be made aware of this position description during the application process.

Document Change History

Version	Status*	Comments	Author	Ratified by	Date Ratified
V1	Approved	Board Position Description	Alex Haynes	CEO	29/08/2024



** Valid values for this column are: DRAFT, ENDORSED, REVIEWED (no revision)*