

Position Description

Position:	Board Member
Classification:	Voluntary
Hours:	Minimum of 4 hours per month, additional responsibilities for Executive Members
Location:	Canterbury City Community Centre, 1A Cleary Avenue Belmore

The Board of Directors is the legal authority for Canterbury City Community Centre which is an Incorporated Association and is regulated by the requirements of the NSW Associations Incorporations Act. The Organisation receives funding from multiple sources to deliver a range of diverse services to many communities of interest across the local government areas of Canterbury Bankstown and the Inner West.

The Organisation is also an approved aged care provider and works within the regulatory framework of the Aged Care Quality Standards as monitored by the Aged Care Quality and Safety Commission of the Australian Government.

As a member of the Board, Directors act in a position of trust within the Organisation and the broader community and are responsible for the effective governance of the Organisation. Directors work together as part of a team to ensure that sufficient care, control and leadership is exercised in the stewardship of the Organisation so that it may effectively meet its obligations and achieve its stated purpose. Directors are elected by the membership at the annual general meeting held in November each year and/or by targeted recruitment. Directors serve for one year and may be re-elected for additional terms.

Reporting & Organisational Context

The Board of Directors of Canterbury City Community Centre report to the financial members and other stakeholders at the Annual General Meeting. The Board oversees the employment of the CEO who is responsible for the day-to-day management of the Organisation and who exercises an appropriate level of delegated authority.

Knowledge, Skills and Experience

Canterbury City Community Centre values a range of skills, qualifications, life experience and knowledge which can contribute to the work of the Organisation. As well as prior Board experience, Board members must be able to satisfy at least **three** of the following thirteen criteria identified as being of value to the Organisation.

- Membership of the Organisation for a period of five years or more
- Serving the Organisation in the capacity of a Volunteer

- Business ownership, resident in the Canterbury Bankstown, Inner West LGAs or surrounding areas
- Representation of a community of interest, for example, a cultural or linguistically diverse community resident in the target area, youth, women, etc.
- Experience or qualifications in accounts, finance, business management or insurance
- Experience in quality control, risk mitigation and regulatory compliance
- Experience or qualifications in human resource management
- Experience or qualifications in law
- Experience or qualifications in clinical governance
- Experience or qualifications in social work or community welfare
- Experience or qualifications in fundraising and sponsorship
- Involvement in a Canterbury City Community Centre activity, service or program
- Experience or qualifications in management of a community organisation
- Experience or qualifications in communications, advocacy or journalism.

Requirements

- Adhere to the Centre's Code of Behaviour
- Commitment to the work of Canterbury City Community Centre
- Attendance at bi-monthly Board meetings, the Annual General Meeting and other events of significance to the Organisation where possible
- Available to commit at least 4 hours per month to the Organisation.
- Available to participate in Sub Committees as appropriate which are formed around ongoing requirements, for example Finance, or short-term issues and improvements.
- Be informed of the services offered by the Organisation and publicly support them
- Participate in Strategic Planning processes and relevant reviews
- Prepare for, and participate in, the discussions and deliberations of the Board, including by email or phone as required.
- Understand the importance of privacy and confidentiality.
- Act on complaints and concerns raised by staff, volunteers, service users and other stakeholders.
- Be aware of, report and abstain from any conflict of interest.
- Participate in opportunities for ongoing learning and development that will enhance capacity to perform the role as a Director of the Organisation.
- At all times act in the best interests of Canterbury City Community Centre and in accordance with its policies and the law.
- Foster a positive working relationship with fellow Board members, CEO, staff, volunteers, service users and other stakeholders.

Director's Signature: _____ Date: _____

Director's Name: _____

Witness Signature: _____ Date: _____

Witness Name: _____