

**Position Description:**

# Non-Executive Board Director

**Department:** Board of Directors

**Reports to:** Chair of the Board

**Location:** Gippsland and South-East Melbourne (head office Warragul)

**Tenure:** Up to three years

**Approved by:** Chair of the Board

**Date:** August 2022

**Position objective:**

- To serve as an active voting member of the Board of Community College Gippsland Ltd.
- Carry out the duties of a Company Director and collectively, with fellow board members, provide good governance to CCG.

## Our values

**Our values are reflected in our commitment to:**

- Develop, encourage, support, affirm and recognise Our People #
- Integrity through the high standards we hold ourselves to
- Respect for Our People, the community and the environment
- Collaboration with Our People and the community to advance our Mission and Vision
- Accountability for making a difference and achieving results
- Uphold the highest Standards to ensure Safety for all
- Quality of Experience for Our People and stakeholders

# Our People are our staff, students and volunteers

**Achievement of the position objective will occur through the delivery of the following key tasks:**

### 1. General responsibilities

- Demonstrate by personal behaviours the values of CCG
- Be informed and promote the mission, vision and values of CCG
- Ensure good governance of CCG

- Contribute to the safety of all students by adhering to the Child Safe Policies, Procedures and Codes of Conduct to ensure all students with CCG are in a culturally safe and inclusive learning environment. CCG is a child safe organisation with zero tolerance for child abuse and is committed to the safety and wellbeing of all students. CCG supports and adheres to Child Safety Standards
- Ensure the Purpose and Objectives of the Company as set out in the Company's Constitution are met
- With other Directors of the Board, formulate strategy and oversee its implementation, make policies, ensure accountability, and supervise executive functions
- Active participation in board meetings
- Attend 75% of meetings per year
- Build a collegial working relationship with other Directors that contributes to Board consensus
- Stay informed about board matters, prepare well for meetings, and review and comment on minutes and reports
- Participate in Board review processes
- Increase public awareness of CCG and its programs
- Follow conflict of interest and confidentiality policies
- Participate in strategic financial planning, annual budget and capital expenditure setting and approvals
- Serve on a minimum of 1 sub-committee or other working committees as approved by the Board.

**Current Board Sub – Committees are:**

- Audit and Finance
- Governance and Risk
- Philanthropic Fund
- CEO Performance and Review

## 2. Time demands

As a Board Member you will have the time to commit to Board Meetings and in representing the Board at various CCG events.

There will be approximately eleven monthly Board meetings which are held from 5.30pm to 8.30pm, plus strategic planning meetings. These meetings will take place at various CCG locations or via web/phone as preferred by Board members. Sub-committee meetings are also held ranging from quarterly to monthly meetings

CCG has a volunteer Board. A professional development budget is available and costs for PD expenses including travel and accommodation is approved by the Board.

### 3. Functional relationships

Key internal	Key external
<ul style="list-style-type: none"> <li>• Fellow Board members</li> <li>• CEO and Senior Management</li> <li>• Staff</li> <li>• Students</li> <li>• Community &amp; program participants</li> </ul>	<ul style="list-style-type: none"> <li>• Community representatives</li> <li>• Industry reference bodies</li> <li>• Adult Community Further Education (ACFE)</li> <li>• State and Federal agencies and authorising bodies</li> </ul>

### 4. Knowledge, skills, abilities and attributes

- Experience of working with or on committees or boards is preferred.
- Capacity in one or more of the capabilities needed by CCG such as: governance, strategy, business & finance, legal, community & stakeholder advocacy, philanthropy, government relations and policy, risk management, industry or specific community knowledge/experience relevant to CCG programs, training and education.
- Capacity to establish and maintain effective interpersonal relationships with board members, community members, management and staff at all levels.
- Ability to work with a wide range of community stakeholders.
- Knowledge and understanding of contemporary educational philosophies including adult learning principles and the education and training sector.
- Willingness to undertake governance professional development and to pursue continuous improvement.
- Capacity to work within timelines and to complete assigned tasks within set timeframe.
- Ability to maintain organisational confidentiality.
- Knowledge of Education and Training sectors or willingness to learn.
- Financial experience.
- Highly developed communication, interpersonal and presentation skills.
- Clear Police check.
- Clear Working with Children check.
- Applied for and/or have acquired a Director Identification Number (Director ID).

## About us

Community College Gippsland (CCG) is a community-based not-for-profit organisation, providing education and training at secondary level and beyond.

Our ECG College is an alternative secondary school that delivers hands-on, practical, empowering education for students aged 15-20.

Our Registered Training Organisation (RTO) provides vocational education and training in Business, Beauty, Community Services, Hairdressing, Horticulture and Foundation Studies.

CCG is governed by a diverse and inclusive skill-based Board of non-remunerated directors drawn from the community and local industry. For more information, please visit our website at [www.ccg.asn.au](http://www.ccg.asn.au)

## To apply

To apply please email an expression of interest and resume, addressed to the Board Chair, including the following information to [jobs@ccg.asn.au](mailto:jobs@ccg.asn.au)

- Name
- Phone Number
- Address
- Your email address
- Briefly describe why you would like to join our Board of Directors
- Briefly describe the skills and experience you would bring to our Board.

To be eligible for consideration as a board member you must be able to make two declarations, available at the links below. You will also need to have Clear Police check and Working with Children check.

Please ensure you can make these declarations and checks before applying.

<https://www.vrqa.vic.gov.au/Documents/FitPropDec.docx>

<https://www.vrqa.vic.gov.au/Documents/VETFitandproperpersondeclaration.docx>

CCG adheres to Victorian Public Health directions and advice from the Department of Education relating to all employees and volunteers working in the Education sector.