

POSITION DESCRIPTION

CADET BOARD DIRECTOR

DEPARTMENT	Board of Directors
REPORTS TO	Chair of the Board
LOCATION	Gippsland and South-East Melbourne (head office Warragul)
TENURE	12 months
REVIEW DATE	March 2026
POSITION OBJECTIVE	- To serve as an active non-voting member of the Board of Community College Gippsland Ltd. - Gain insight into the duties of a Company Director and receive firsthand exposure to CCG's Board of Directors.

Our Vision is positively changing lives and enhancing social inclusion through the transformative power of education.

Our Values are reflected in our commitment to:

★ *Integrity*

★ *Collaboration*

★ *Inclusion*

★ *Safety*

★ *Quality*

Community College Gippsland (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 the Child Safety Standards.

United we belong. Together we thrive.

The CCG community welcomes people from all backgrounds, abilities and identities. We are enhanced by our diversity and learn through inclusion, respect and understanding.

At CCG we:

- Provide a safe and inclusive environment that is free from discrimination.*
- Empower students and harness their uniqueness through voice and agency.*
- Ensure equal employment opportunities for all and encourage the participation of underrepresented staff.*
- Celebrate the differences of our people and recognise their unique contributions to our community.*

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

GENERAL RESPONSIBILITIES

- Demonstrate the values of CCG through personal behaviours.
- Be informed about 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 at CCG are in a culturally safe and inclusive learning environment.
- Ensure the Purpose and Objectives of CCG, 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 a minimum of 75% of meetings over the twelve-month period.
- Build a collegial working relationship with other Directors that contribute 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.
- Follow conflict of interest and confidentiality policies.
- Participate in strategic financial planning, annual budget and capital expenditure setting and approvals.
- Participate on sub-committees or take on special assignments or other working committees as approved by the Board.
- Increase public awareness of CCG and its programs.
- Promote and contribute to CCG's philanthropic activities.

CURRENT BOARD SUB-COMMITTEES

- Finance (meets minimum five times per year)
- Governance and Risk (meets minimum four times per year)
- Performance, Remuneration and Nominations (meets three times per year)

TIME DEMANDS

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

There will be approximately eight (8) Board meetings per year which are held from 5.30pm to 8.30pm, plus strategic planning meetings. These meetings will take place at various CCG

campuses or online as preferred by Directors. Sub-committee meetings are also held online per an agreed annual schedule.

CCG Board Cadet Directors are volunteers. A professional development budget is available and some expenses, including travel and accommodation, may be approved by the Board.

FUNCTIONAL RELATIONSHIPS

KEY INTERNAL	KEY EXTERNAL
- Fellow Board members - CEO and Senior Management - Staff - Students - Community and program participants	- Community representatives - Industry reference bodies - Adult Community Further Education (ACFE) - State and Federal agencies and authorising bodies

KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES

- Previous experience of working with or on committees or boards is not required.
- Capacity in one or more of the capabilities needed by CCG such as: industry or specific community knowledge/experience relevant to CCG programs, training and education, human resources, governance, strategy, business and finance, legal and regulatory, community and stakeholder advocacy, philanthropy, government relations and policy, risk management.
- Capacity to establish and maintain effective interpersonal relationships with Board Directors, community members, management and staff at all levels.
- Knowledge and understanding of contemporary educational philosophies including adult learning principles and the education and training sector or willingness to learn.
- Willingness to undertake governance professional development and to pursue continuous improvement.
- Capacity to work within timelines and to complete assigned tasks within set timeframe.
- Commitment to maintaining organisational confidentiality.
- Financial experience or willingness to learn.
- Highly developed communication, interpersonal and presentation skills.
- Clear Police Check.
- Clear Working with Children Check.

OPPORTUNITIES AS A CADET BOARD DIRECTOR

The aim of the program is to empower and equip Cadets to seek ongoing leadership roles and board appointments within the community. Completion of the Program does not guarantee participants a full position on the CCG Board.

Cadets will:

- Learn how an effective board operates and develop personal skills and confidence.
- Be assigned a mentor to support learning and development throughout the traineeship.
- Have access to and be part of the CCG Cadet Alumni network.

ABOUT US

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

ECG Secondary College is an independent Special Assistance School that delivers hands-on, practical, empowering education for students, years 9 through 12.

Our Registered Training Organisation (RTO) provides vocational education and training in Business, Beauty, Community Services, Hairdressing, Horticulture and Music. In addition, CCG is a Learn Local provider of adult education and runs a Work and Learning Centre helping jobseekers find work.

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 <https://ccg.asn.au>.

TO APPLY

To apply, please submit an expression of interest and resume, addressed to the Board Chair, including the following information to our website at <https://ccg.asn.au/jobs/>.

- Name
- Phone Number
- Address
- Your email address
- Briefly describe why you would like to join the Cadet Program.
- Briefly describe the skills and experience you would bring to the Program.

To be eligible for consideration as a Cadet Director you will need to have a clear Police Check and Working with Children Check (WWC).

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.