

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
DATE	June 2025
POSITION OBJECTIVE	<ul style="list-style-type: none"> 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 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 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 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. 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 one sub-committee or other working committees as approved by the Board.
- Actively promote and contribute to the Company's philanthropic activities.

CURRENT BOARD SUB – COMMITTEES ARE:

- Audit and Finance
 - Governance and Risk
 - CEO Performance and Review
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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 online/phone as preferred by Board members. Sub-committee meetings are also held ranging from quarterly to monthly meetings all of which are held online/phone.

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.

FUNCTIONAL RELATIONSHIPS

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

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: industry, or specific community knowledge/experience relevant to CCG programs, training and education, human resources, governance, strategy, business and finance, legal, community and stakeholder advocacy, philanthropy, government relations and policy, risk management.
- 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.

TO APPLY

To apply please submit your expression of interest and resume, addressed to the Board Chair, including the following information on our website at www.ccg.asn.au/jobs.

- 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 a Clear Police check and Working with Children check.

Please ensure you will be able to make these declarations and checks **before** applying.

[VRQA Schools Fit and Proper Person Declaration](#)

[VRQA VET Fit and Proper Person Declaration for RTOs](#)

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.