



Mirboo North & District
Community Foundation

Directors Application Information

The purpose of this document is to give an overview of the roles and responsibilities of Directors on the Board of the Mirboo North & District Community Foundation (the Community Foundation), the skills and attributes that the Board is seeking as well as some information on the application process.

The Community Foundation's Structure

The Community Foundation is an incorporated association under the Incorporations Act, with Australian Tax Office endorsement as a Charitable Institution (and is therefore tax exempt). The Community Foundation is a trustee of a public ancillary fund, which is registered as a Deductible Gift Recipient (DGR) Item 2. Donations to this fund are tax deductible.

Board Composition

The Community Foundation Board is made up of nine Directors; six Directors are elected at the Annual General Meeting (for terms of three years) and three Directors are appointed by the Board for a year.

The current elected Directors are: Rob Kiddell (Chair), Walter Aich (Vice Chair), Paul Pratt, Diana Mueller, Ned Dennis and Wendy Major. The current appointed Director is Ariane Ramsay, with Kate Reiske resigning from the Board last September and Daisy Browne similarly at the end of the calendar year. For this reason, there are two appointed vacancies on the Board, which we are now seeking to fill.

Potential Candidates

The Community Foundation is committed to diversity as it represents people of all ages and cultural backgrounds. To ensure that the Board is broadly representative of the community the Board is keen to attract applications from people under 40 years of age and people from the various townships in our District.

Directorship is on an honorary basis.

Role of the Board – Duties and Responsibilities

The Board is responsible for the governance of the Community Foundation, whilst the Executive Officer has responsibility for the day-to-day management of the organisation. More specifically the Board's role includes the following:

- Governance including legal and financial accountability and compliance;
- Overseeing the achievement of the Community Foundation's objectives;
- Achievement of financial targets;
- Overseeing strategic planning, risk management and annual auditing;
- Vigilance around potential conflicts of interest;
- Overseeing development of staff and performance measurement;
- Membership of subcommittees, as required in the areas of grant making, fund development, finance and governance;
- Active contribution to developing a strong profile and broad support base in the community;
- Willingness and ability to expand the networks of the Community Foundation with a view to increasing our supporter base.

In addition, Directors are required to act in a manner compliant with the Corporations Act and to develop a good understanding of the legal environment within which the Community Foundation operates.

Skills and Attributes

Expertise and skills in some of the following areas is very desirable:

- Strategic capability and leadership
- Audit and compliance
- Accounting and financial management
- Investment
- Legal and Regulatory
- Governance and risk management
- Fundraising, grant seeking
- Public engagement, advocacy and lobbying
- Marketing and communications
- Research and evaluation

All applicants will have a:

- Strong connection to the Community Foundation's district and an interest in building the capacity of local communities;
- Ability to contribute to the on-going success of the Community Foundation
- Willingness to be involved in the Community Foundation's activities, including areas such as grant assessment, investment monitoring, marketing, communication and / or funds development.
- Passion for local giving.
- Capacity to commit up to ten hours per month (including monthly Board meetings, bi-monthly sub-committee meetings, reviewing papers, attending events).

The effective operation of the Board is predicated on trust and a genuine commitment to the Community Foundation's vision, objectives and operations. Directors are expected to engage in robust discussion, explore issues in confidence and identify solutions to complex challenges.

Personal qualities of Directors include:

- Integrity
- Honesty
- Respect
- Openness
- Tact

Individuals are **not permitted to nominate or continue serving** as a Director if they:

- Are/Become insolvent
- Are/Become prohibited from being a director of a company by reason of an order made under the Corporations Act or other relevant legislation.

For further information, contact:

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