



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 and nominated Directors are set out on our website.

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:

- Overseeing the achievement of the Community Foundation's impact;
- Overseeing strategic planning, risk management and annual auditing;
- Ambassador for Community Foundation - active contribution to developing a strong profile and broad support base in the community;
- Governance including legal and financial accountability and compliance;
- Vigilance around potential conflicts of interest;
- Overseeing development of staff and performance measurement;
- Membership of a subcommittee, in the areas of grant making, investment, finance and governance;
- 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
- Accounting and financial management
- Public engagement, advocacy and lobbying
- Marketing and communications
- Audit and compliance
- Investment
- Legal and Regulatory
- Governance and risk management
- Fundraising, grant seeking
- Research and evaluation

All applicants will have a:

- Strong connection to the Community Foundation's district and an interest in building the capacity of the local communities within the district;
- Passion for local giving, whether donating time, money or skills.
- Willingness to be involved in the Community Foundation's activities, including areas such as grant assessment, investment monitoring, marketing, communication and / or funds development.
- 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 open, robust and respectful discussion, to explore issues in confidence and to identify and work towards 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.

To express interest in the role, please submit a written application that includes:

- A current resume
- A response to the skills and attributes
- Contact details for at least two referees

For further information, contact:

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