

## POSITION DESCRIPTION

**Position:** Board Director

**Classification:** Voluntary

**Hours:** Minimum of 4 hours per month, additional responsibilities for Executive Members

**Location:** Canterbury City Community Centre, 1A Cleary Avenue Belmore, Sydney

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The Board of Directors is the legal authority for Canterbury City Community Centre which is an Incorporated Association and is regulated by the requirements of the NSW Associations Incorporations Act. The Organisation receives funding from multiple sources to deliver a range of services to communities of interest and individuals across the local government areas of Canterbury Bankstown and the Inner West.

The Organisation is also an approved aged care provider and works within the regulatory framework of the Aged Care Act 2024 and Strengthened Aged Care Quality Standards as monitored by the Aged Care Quality and Safety Commission of the Australian Government.

As a member of the Board, Directors act in a position of trust within the Organisation and the broader community and are responsible for effective governance and oversight. Directors work together as part of a team to ensure that sufficient care, control and leadership is exercised in the stewardship of the Organisation so that it may effectively meet its obligations and achieve its stated purpose.

**Term** Directors are elected by the membership at the annual general meeting held in November each year and/or by targeted recruitment. Directors serve for one year and may be re-elected for additional terms.

**Reporting & Organisational Context** Board of Directors of Canterbury City Community Centre report to the financial members and other stakeholders at the Annual General Meeting. The Board oversees the employment of the CEO who is responsible for the day-to-day management of the Organisation and who exercises an appropriate level of delegated authority.

**Knowledge, Skills and Experience** Canterbury City Community Centre values a range of skills, qualifications, life experience and knowledge which can contribute to the work of the Organisation. The pre-requisite requirements for Directors are:

- Commitment to the work of the Canterbury City Community Centre and adherence to the Centre's Code of Behaviour
- Ability to maintain privacy and confidentiality
- Openness to the views of others and ability to listen respectfully and engage in constructive conversations
- Ability to contribute to sound decision-making processes, shaped by information and data, experience and opinions.

In addition, Board members must be able to satisfy at least **three** of the following seven criteria identified as being of value to the Organisation;

#### Community Representation:

Capacity to contribute to the Canterbury City Community Centre's Motto 'community building community'. This includes being connected to the community and the work of the Centre, and may include:

- Long-term membership (5+ years)
- Volunteer with the Centre
- Local Resident/business owner
- Involvement in a Centre activity or service
- Representation of a community of interest (e.g. a cultural or linguistically diverse community, youth, women, families)

#### Social Services and Community Development:

Qualifications and/or experience in strengths-based community development principles and the delivery of social services, including:

- Current knowledge of relevant social service policy and programs
- Previous or current experience in consumer-directed care
- Senior leadership or management experience in a community organisation
- Experience managing government grants/funded services

#### Clinical Governance:

- Recent experience in the delivery of clinical care in aged services
- Knowledge of good clinical governance frameworks and practices
- Ensure organisation meets Aged Care Quality Standards and / or Standards relevant to other 4Cs services

#### Financial management:

Qualifications and /or skills required to effectively oversight the Centre's financial sustainability, including:

- Experience developing and managing budgets
- Capacity to review/analyse and critically assess financial information and audit processes

#### Human Resource Management:

Experience or qualifications in relation to support effective:

- Human resource management
- Engagement and oversight of volunteers
- Leadership development
- Mentoring, support and performance and achievement evaluation for the CEO

#### Governance, Risk, Legal:

Knowledge, understanding and experience of contemporary governance, risk and compliance practices and privacy considerations to:

- Enable effective monitoring of organisational performance
- Ensure organisational integrity
- Support sound decision-making
- Oversight effective strategic and operational risk management
- Cyber and information security

- Provide legislative oversight

**Strategic Communications:**

Experience and/or qualifications to support the organisation to effectively engage stakeholders and support fundraising, strategic and advocacy goals.

**Director's Signature:**

Date: \_\_\_\_\_

Director's Name : \_\_\_\_\_

**Witness Signature:**

Date: \_\_\_\_\_

Witness Name : \_\_\_\_\_