



<b>Organisation</b>	Westgate Community Initiatives Group Ltd.
<b>Role</b>	Board Director
<b>Length of Term</b>	Two years
<b>Remuneration</b>	This is an honorary role

### Organisation

Westgate Community Initiatives Group Ltd. (WCIG) is a community based not for profit, organisation committed to improving lives through practical responses to unemployment and disadvantage. WCIG's Mission Statement is Empowering people to achieve a meaningful role in society.

In carrying out our day to day work WCIG Board, Management and Staff aspire to:

- **Relationships** that embrace dignity, community and mutual respect
- **Optimism** that is lived out in positive attitudes about people and expectations of success and growth
- **Innovation** including creativity, responsiveness, risk taking and flexibility
- **Diversity** that acknowledges differences and appreciates the diverse needs and skills of each person
- **Advocacy** that makes us socially pro-active for the disadvantaged
- **Staff** who are committed to the goals of the organisation and their own development

WCIG currently delivers the following services:

- Employment Services
- Education and Training Services
- Youth Services
- Disability Services
- Social Enterprises

### Position Objective:

WCIG seeks to appoint a new Director/s to the Board in order to enhance the Board's capabilities through a broader skills base and enhanced diversity.

The Board is responsible for leadership of WCIG and stewardship of the organisation, establishing the organisation's strategic direction and desired outcomes, ensuring legal obligations are met, monitoring the performance of the organisation in terms of set outcomes.

## **Key Duties and Responsibilities:**

The Board of Directors is legally and ethically responsible for all activities of the organisation. To that end it:

1. Determines how the organization will carry out its purpose through long and short-term planning
2. Adopts an annual budget and provides financial oversight
3. Develops, approves and reviews the organisation's policies
4. Recruits, orients, and develops Directors
5. Hires and evaluates the performance of the Chief Executive Officer
6. Evaluates its performance and overall performance of the organization in achieving the purpose

## **Responsibilities:**

- Understand and promote the organization's mission
- Be familiar with the organization's programs, policies, and operations
- Attend board meetings and appropriate committee meetings (minimum 80% requirement)
- Actively serve on at least one committee and available to take on special one-off assignments
- Review agenda and supporting documents prior to meetings
- Strictly adhere to all WCIG policies including the conflict of interest and confidentiality policies
- All Board members must be members of WCIG
- As WCIG is a Registered Training Organisation 'fit and proper person' requirements apply to the Board, therefore all Board Members must consent to a National Criminal History Check; confirmation of Board membership with WCIG is subject to a satisfactory outcome of the National Criminal History Check

## **Time Demands (approximate):**

- Attend and actively participate in at least 80% of board meetings (currently 6 monthly board meetings, approximately 2 hours in length).
- Attend and actively participate in at least 80% of committee meetings and related work (1-3 hours bi-monthly as determined by the committee)
- Attend and actively participate in the annual planning retreat
- Attend and actively participate in the Annual General Meeting
- Attend special events such as the Annual Board Scholarships
- Attend new board member induction
- Preparation time and ongoing professional development

## **OH&S**

All WCIG Board members have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety. All employees and volunteers are responsible for their own safety and that of fellow employees and volunteers.

Report unsafe or unhealthy work practices to the Chair.

Comply with WCIG OH&S policies and procedures and to follow directions given by OH&S representatives in relation to safe work practices.

**Selection Criteria:**

1. **Knowledge of a director's responsibilities** – includes an understanding of the role as well as the legal, ethical, fiduciary and financial responsibilities;
2. **Strategic expertise** – the ability to review the strategy through constructive questioning and suggestion and contribute to the effective decision making of the board;
3. **Accounting and finance** – the ability to read and comprehend the organisation's accounts, financial material presented to the board, financial reporting requirements and some understanding of corporate finance;
4. **Legal** – the board's responsibility involves overseeing compliance with numerous laws as well as understanding the individual director's legal duties and responsibilities;
5. **Managing people and achieving change** – experience in current management thinking on employment, branding, engagement, strategic vision and stakeholder communication; experience in executive remuneration and compensation;
6. **Industry and community knowledge** – knowledge and awareness of the employment, training and disability sectors and the community context in which WCIG operates;
7. **Communication**
  - Proficient verbal and written communication skills.
  - Ability to communicate and negotiate goals, needs, and priorities effectively to achieve positive outcomes, resolving conflict when it arises
  - Integrity in reporting and conducting oneself
  - Ability in setting clear performance targets and expectations
8. **Cultural Awareness** - Sensitivity to cultural diversity and its implications for the delivery of appropriate programs.
9. **WCIG Membership** – The Board Director must be or be in the process of becoming a WCIG Member.

**Important Notes:**

- *WCIG is an Equal Opportunity Employer and encourages people with a disability and from diverse backgrounds to apply for all roles*
- *WCIG acknowledges & respects the privacy of individuals & handles personal information in compliance with Australian Privacy Principles. Your personal information will be destroyed when no longer required.*