

Balwyn Evergreen Centre - Position Description

Board Members --- Non-Executive

About the Board:

The Board of Directors of Balwyn Evergreen Centre (BEC) is responsible for the overall governance, management, and strategic direction of the Organisation and for delivering accountable corporate performance in accordance with the Organisation's goals and objectives.

The Board establishes the annual and projected budgets for the organisation and monitors the progress of budget and service delivery performance and achievement.

The Organisation operates with a “not for loss” mindset

The Board meets monthly (on the third Wednesday of the month from 5:30-7:00pm) currently via Zoom. The Board ensures that BEC is managed for the benefit of all who access our services.

Board Members have:

- commitment to work for the greater good of BEC and the community
- knowledge, expertise and influence relevant to the affairs of BEC
- ability to assist the organisation to meet its strategic goals and objectives.

Board members will:

- invest their time to prepare for and attend monthly board meetings, and other meetings as needed, and learn about the organisation
- contribute to discussions, working cooperatively and communicating effectively
- be accountable and make informed decisions
- monitor and evaluate the effectiveness of BEC
- maintain knowledge of BEC and personal commitment to its goals and objectives
- understand financial management and accounting principles for a not-for-profit organisation.

All Board members are required to complete a criminal record check and other requirements as determined by the Board, State and Commonwealth legislation.

About the Organisation:

Balwyn Evergreen Centre’s vision is to have a community where members have choice, well-being, and independence. Our mission is to provide quality care and services in a safe, comfortable environment to promote consumer independence, lifestyle, and enjoyment.

We aim to achieve this by providing and promoting facilities, services and programs that actively assist older people to improve their physical, social, and emotional well-being to enable them to live independently in the community.

BEC’s values are **Respect, Inclusion, Responsiveness and Accountability.**

For over 58 years BEC has been offering programs to support older people living in Balwyn and surrounding suburbs. Our comprehensive and diverse range of programs include Active Living programs, lunches, concerts, transport services, exercise classes and pet support engaging over 50 friendly visiting volunteers. We also provide in-home care, clinical services, and the management of

independent living units. These programs mitigate against the social exclusion commonly suffered by so many older Australians.

Government reforms in the way aged care services are provided has and continues to drive transformation in the way BEC operates. The Board has adopted strategies for how BEC will position itself to operate in the future, with both short term goals and longer-term aspirations as an organisation that responds to the needs and wants of its community.

HAVE A POSITIVE INFLUENCE ON THE LIVES OF OLDER PEOPLE IN OUR COMMUNITY

We are looking for additional talent to join our team within the Board. We seek Board members who have a passion for and a contemporary view of ageing and aged care, along with experience and/or an understanding of the requirements of organisations operating in the current aged care environment or the provision of health care for older people.

The specific competences and experience being sought are:

- **Marketing, Business Development and Communications:** We are seeking a Board member with marketing/business development/communications expertise.
- **Health or Aged Care sector:** Ideally, though not essential, we are seeking a Board member with senior management experience within an organisation operating in the health or aged care sectors. Experience in other community sector service delivery will be equally valuable, particularly in a changing funding environment.

KEY EXPECTATIONS:

- Strategically lead the enhancement of our comprehensive marketing and communications strategy, and partner with the Board and CEO to oversee our engagement with potential, new and existing service users.
- Monitor consistent and active communication strategy to all stakeholders for the purposes of program messaging, awareness, and branding.
- Attend monthly Board Meetings (on the third Wednesday of the month from 5:30-7:00pm) currently via Zoom. A few additional hours per month may be required for sub-committee meetings.

HOW DO I APPLY?

We welcome expressions of interest from committed individuals who would like to make a difference to older people living independently in the community. This is an opportunity to join the Board of a successful, local not-for-profit organisation and contribute to the health, social connections, and well-being of older people. We value diversity and welcome applications from all sectors of the community.

Applications should be sent to the Board Chair, Rod Harris at boardmember@balwynevergreen.org.au with a short statement of interest and a brief CV.

Duration of Appointment: 3 years

Remuneration/ Expenses: unpaid

Closing Date: 29 October 2021

Website: www.balwynevergreen.org.au