

Board Recruitment Information Kit

Y Ballarat
2026

COMMERCIAL IN CONFIDENCE



Introduction

Thank you for your interest in being a board member of the Y Ballarat and Y Ballarat Youth Services.

Volunteering has been an integral part of the YMCA since its beginning over 175 years ago. Today, volunteers are as important and valued as they were in the early years of the YMCA.

With a belief in the Power of inspired young people, Y Ballarat offers many opportunities in all areas of our operations to contribute time, talent or treasure. Our programs and services offer so much variety that you'll be able to choose a volunteer role that best suits your skills, interests and availability. The YMCA actively seeks committed, technically skills and strategically networked board members to ensure good governance.

The Board Recruitment Information Kit will provide you with an overview of the Y Ballarat covering what we do, where we do it and most importantly, why we do it!

This kit will inform you about the role of a board member, including the responsibilities and process to becoming a board member of the Y Ballarat.

We encourage you to read through the information kit and if you feel you can make a real and positive difference, complete a Board Expression of Interest Form and forward your resume to Craig Mathieson, CEO and Company Secretary of the Y Ballarat via email to craig.mathieson@yballarat.org.au

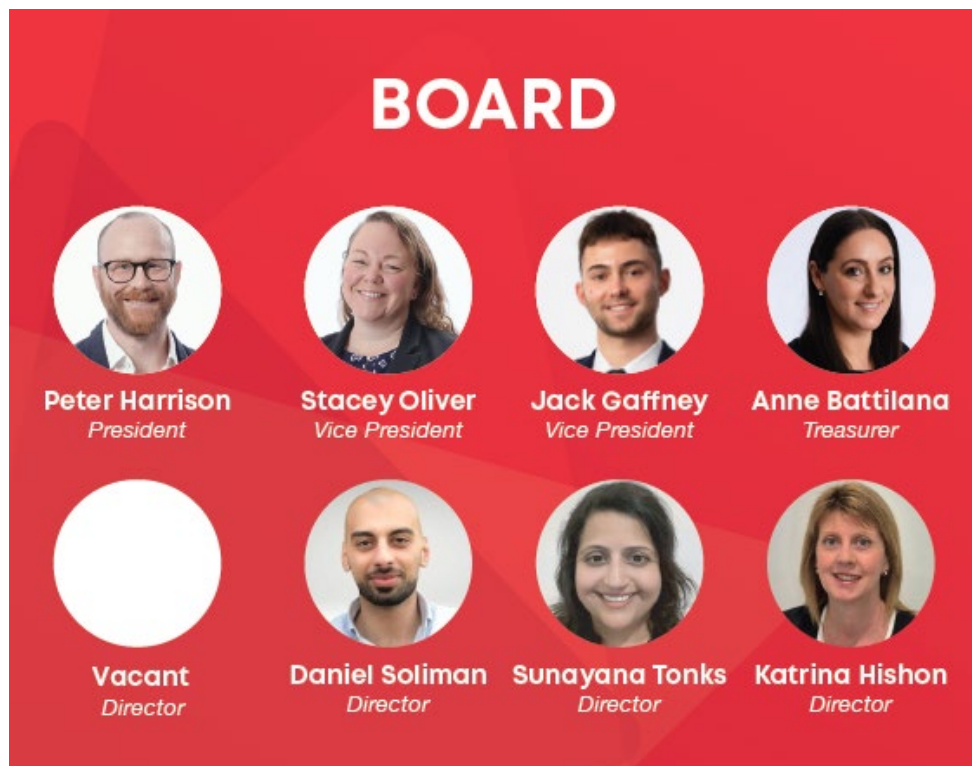


Image: YMCA Ballarat Board of Directors, 2026
See: [YMCA Ballarat Governance](#) for more information



We believe in the power of
inspired young people

The YMCA Movement

YMCA is one of the oldest and largest youth-focused movements in the world. Founded in 1844, it now operates in 120 countries and reaches 64 million people. YMCA associations are strongly rooted in their communities and offer a variety of programmes and services based on local priorities and issues affecting young people and their communities.

The World Alliance of YMCAs www.ymca.int

Based in Geneva, Switzerland – the World Alliance of YMCAs supports and facilitates some 120 national YMCAs and four regional Alliances across the globe, to provide young people with safe spaces and opportunities to take an active role in transforming their communities. In Australia we are part of the Asia Pacific Alliance of YMCA's (APAY). YMCA Australia, through its membership of the World Alliance of YMCAs, governs the rights to the use of the YMCA and trademarks in Australia.



The YMCA in Australia ymca.org.au

The YMCA first came to Australia in Adelaide in 1851, only seven years after the first YMCA was established in London in 1844. The YMCA is a community-based charity that delivers programs and services to help build strong people, strong families and strong communities from over 500 YMCA centres across Australia. We work in partnership with government, non-profit groups and partners to provide programs and services to more than 500,000 Australians every week in health and wellness, recreation, accommodation, early learning, camping, training, youth and family services.

The YMCA in Australia is made up of 12 Member Associations, each governed by a local voluntary Board of Directors elected by its members, to enable the YMCA in Australia to have local community relevance and impact.

The Y's in Australia are a united Movement across the country, dedicated to turning the belief in the power of inspired young people into reality. Y Australia operates nationally according to a shared framework and set of principles, while ensuring each Association has the greatest possible impact in their local communities.



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Y Ballarat

Find out more via our website – [YBallarat YLearnandSwim Impact Report](#)

The Y Ballarat was formed in 1878 and is an organisation which believes in the power of inspired young people and helping communities to be healthier and happier. We work in partnership with government, non-profit groups and other community service organisations in the areas of Early Learning, Outside School Hours Care, and Youth and Community Programs.

The Y Ballarat is one of the largest Early Years Management providers in Victoria and currently manages 94 kindergartens across the state including regional and rural services. An additional 5 Long Day Care services compliment this Early Learning portfolio where over 4,700 families are welcomed weekly into a Y Kinder or Long Day Care service.

Outside School Hours Care Services complements our Childrens Services provision with 9 venues across Western Victoria offering a range of Before and After School programs, and Vacation care programs.

The Y Ballarat also has a strong focus on youth and community programs ensuring that people have access to quality services, programs and initiatives in their local community that can make them feel happy, healthy and connected.

We employ over 750 people across Victoria as part of our workforce that deliver quality, safe and fun programming across our business areas including over 40 Corporate Office staff providing HR, Risk, Governance, Marketing, IT and Finance support.

Y Kinders

Find out more via our website – [Y Kinders](#)

The Y Kinders is an established Early Years Management (EYM) provider of sessional kindergarten having provided over 20 years of Early Years education to communities across Victoria. We commence 2025 with 93 sessional kindergarten services, reaching 85 communities, 23 of the 79 LGA's in Victoria. Of our workforce, 650 staff are connected to the delivery of our kindergarten portfolio.

We have now embarked on the latest Victorian State Government reform 'Best Start, Best Life' that is set to create substantial change in the sector over the next 12 years of rollout. This reform is a \$14 Billion investment to make kindergarten free for all Victorian families, provide 30 hours of 4-year-old kinder and to build and operate 50 early learning centres across Victoria in identified "Childcare deserts".

Y Kinders is established as the largest provider of standalone sessional kindergarten services in Victoria, having grown exponentially over the past 6 years.

Y Kinders operates as a registered business name under the Y Ballarat legal entity.



Our Impact



Our Global Mission

To empower children, young people and communities Australia-wide to build a just, sustainable, equitable and inclusive world, where every person can thrive in body, mind and spirit.

Our Vision

A better world, with and for young people.

Our Belief

We believe in the power of inspired young people.

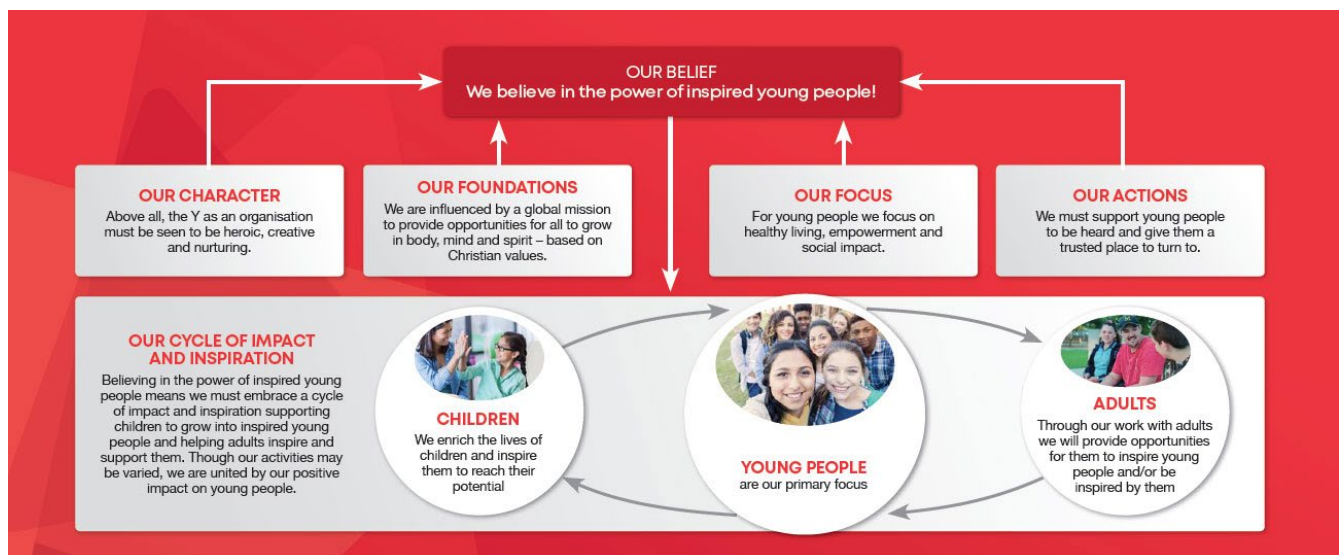
Our Values

Belonging, Excellence, Honesty, Nurturing, Respect

Our Cycle of Impact and Inspiration

Believing in the power of inspired young people means we must embrace a cycle of impact and inspiration supporting children to grow into inspired young people and helping adults inspire and support them. Though our activities may be varied, we are united by our positive impact on young people.

- **Children** – We enrich the lives of children and inspire them to reach their potential.
- **Young People** – are our primary focus.
- **Adults** – Through our work with adults, we aim to empower them to inspire young people and/or be inspired by them.



Governance of YMCA Ballarat

The Governance of the Y Ballarat rests with the Board of Directors. The Y Ballarat Board of Directors also have three sub-committees to support the ongoing governance, strategy and management of the organisation:

- Governance Committee
- Finance Committee
- Risk and Safeguarding Committee

Expectations of YMCA Boards

- Enhance the public image of the YMCA
- Utilise the networks and experience of Board members in growing the Movement
- Contribute to the development of the wider YMCA Movement
- Futuristic thinking
- Preparation for meetings
- Attendance
- Collaborative, inclusive discussions

The Board's Role

- Accountable for exercising the authority given to it through its Constitution and the law of the land
- Sees its role as one of governance:
 - Holds its Chief Executive accountable for the management of all delegated responsibilities
 - Ensures policy appropriately reflects the organisations aspirations
 - Offers leadership in strategy achievement
 - Ensures the board is accountable to the membership
- Responsible for ensuring regular board development; and discipline around its own performance and processes.
- Sets the board's work plan and agenda for the year
- Establishes the extent of its authority in establishing programs, budgets, administering finances and otherwise managing the organisation according to sound practice.
- Exercise due diligence, fiduciary and risk management responsibility and ensures that these risks are identified and managed.

Role of a board member

- Serve with honesty, caring, respect, responsibility, and responsiveness
- Observe board solidarity about decisions reached and authority to act
- Endeavour to attend all board and committee meetings
- Have knowledge of the organisation's mission, policies and services
- Have read the agenda and supporting materials prior to board and committee meetings

- Systematically consider information that evaluates the organisation's performance
- Participate on committees and offer to take on special tasks
- Cannot speak on behalf of the Board unless authorised by the Board to do so
- Inform others about the organisation
- Suggest potential board members
- Adhere to and maintain the Board's policies
- Keep up to date on developments in the organisations area of service
- Attend a reasonable number of organisational and staff events, when considered appropriate by the Board.

Board Governance Policy Review

- It is the Board's responsibility to review, and if necessary change, governance policies annually.

Board Member recruitment, appointment and development

- The board conducts a regular audit of its members in order to identify the skills the Board requires in new members to enable it to govern well
- All board members are responsible for identifying prospective board members, recommending them for consideration to the governance committee
- From time to time the Board may approve when a prospective board member should be considered and recruited, in light of board composition and skills needed
- It is the responsibility of the Board to ensure there is an orientation program for new board members
- It is the responsibility of the board to ensure an annual evaluation and development plan for the Board, from time to time information evaluations may be out
- The board includes the cost of these ongoing developments in its annual budget

How to become a board member

Becoming a board member involves seeking membership of the Association and subsequently nominating to be elected as a Board Member at the next Annual General Meeting. Y Ballarat AGMs are held not later than the last business day of October each year.

Board of Directors Application Form

Complete the Application Form for consideration against the selection criteria outline on the form. The Governance Committee will assess the application and if it meets the selection criteria the Board will invite shortlisted candidates to an interview to discuss the application.

Application and Recruitment Process

1. Position/s Advertised
2. Applications submitted
3. Application shortlisting and Interviews
4. Preferred candidate/s nominated
5. Attend a board meeting as a guest
6. Nomination for selection to the Board
7. Board vote

Upon being voted to join the board of directors a board induction will take place that will consist of a board member pack and a series of introductory meetings to familiarise with the other board members and organisation.

Conditions of Appointment

- The successful applicant will be required to undertake a National Police Check and maintain a valid employment Working With Children Check whilst in this position.
- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment
- The successful applicant will be subject to a Banned and Disqualified Director checks – ASIC and Consent to Act as a Director

How to apply to join the Board

Complete the Expression of Interest Form and forward your Resume for consideration against the selection criteria by email to Craig Mathieson, CEO / Company Secretary at craig.mathieson@yballarat.org.au or by mail to Y Ballarat, 25-39 Barkly Street, Ballarat, VIC, 3350



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Important Information about YMCA Boards

Becoming a board member involves seeking membership of the Association and subsequently nominating to be elected as a Board Member at the next Annual General Meeting.

Board Terms

Each Board member of the YMCA Board shall hold office for three years and until the conclusion of the Annual General Meeting next after the date of his or her term but is eligible for re-election. Committee members cannot sit on the Committee for more than three consecutive three year terms.

Director Disclosure Form & Consent to become a Director

All candidates successfully nominated to a YMCA Board are required to complete a Director Disclosure Form and have a legal requirement to complete a 'Consent to Act as a Director' process. Board members are required to comply with the regulatory requirements associated with the relevant entity (i.e. Incorporated Associations Act or Company Act).

Confidentiality

A board member must comply with the following standards of conduct;

- The member should not make improper use of information acquired as a director
- Confidential information received by the member in the course of the exercise of directorial duties remains the property of the Incorporated Association from which it was obtained and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by that Incorporated Association; or the person from whom the information is provided, or is required by law.

Criminal History Record Checks

A Criminal History Record Check is a condition of becoming a board member with the YMCA. It is undertaken to assess your suitability as a volunteer, and to minimise possible risks arising from engaging volunteers in providing children and community services. The cost of a Check will be covered by Y Ballarat.

Working with Children Checks

A Working with Children Check will also be required as a condition of becoming a board member with Y Ballarat.

Occupational Health & Safety

Y Ballarat recognises its legal and moral responsibilities to prevent work related injury and illness. The YMCA fully supports and is committed to protecting the health and safety of employees, customers, contractors, volunteers and other personnel who are involved in the activities of the YMCA.



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Discrimination and Equal Opportunity

Y Ballarat is an equal opportunity employer. All staff, including volunteers, are entitled to equal treatment regardless of any personal characteristic.

Bullying

The YMCA is committed to providing our staff and volunteers with a healthy and safe work environment that is free from bullying. Workplace bullying has a serious impact on the careers, health, safety and well-being of individuals. All YMCA staff and volunteers must behave in a professional manner and treat each other with dignity and respect when they are at work.

Grievances

Y Ballarat has a Dispute and Mediation Procedure in place to ensure that YMCA members, staff, volunteers and board members have the right to fair, equitable and timely action in order to resolve grievances or complaints arising from their involvement with the Association.

Insurance

Directors will be covered by the Insurance Policies of Y Ballarat subject to the advice of under writers.

- Directors and Officers Insurance
- Public Liability (third party personal injury and property damage)
- Personal Accident (accidental injury, disability or death occurring while performing voluntary duties).