

Position Description: Board member

Support/supervision	Jo Curtin, CEO
Location	CBF Melbourne office/virtual meetings
Time commitment	Approximately four full-day meetings, four days of reading time and travel time per year.
Term	Three years unless a casual vacancy

About us

Each year Community Broadcasting Foundation receives funding from the Australian Government's Community Broadcasting Program to redistribute in grants to community media organisations, content producers and sector organisations.

Every year, we distribute more than \$20+ million in funding to strengthen and support over 450 community broadcasting services across Australia to communicate, connect and share knowledge with their communities through radio, television and digital media. This includes First Nations, ethnic, LGBTIQ+ and print-disabled Australians, as well as others in our communities who are underrepresented in other media. Our funding helps to connect people across the country, including over 5 million people who tune-in to their local radio station weekly.

Our funding decisions are guided by the sector-wide ten year plan for greater impact, [Roadmap 2033](#), the [Community Broadcasting Foundation strategic plan](#), guidelines for [each of the grant streams](#) as well as our operational [policies and guidelines](#).

Our funding supports organisations to enrich people's lives with a diversity of choice in our media. We provide funding that helps produce local stories, news and cultural content reflecting the many perspectives, people and communities that make up Australia; to ensure community broadcasting is at the heart of every community.

Collaboration and partnership are central to the way we work, building on decades of strong relationships and expertise. Together with community broadcasters, content producers and sector organisations around the country, we are helping to build a thriving, impactful and resilient future for community media.

Our grant programs

We distribute three types of grants: [Content](#) (including [Specialist Programming](#)), [Development & Operations](#), and [Sector Investment](#).

The projects we fund range in size and scope, from nation-wide projects that enhance the impact of community media to local-level grants for equipment, capacity-building and governance.

Many of our grants also support the production of content that fosters discussion about local and national issues, provides information in community languages, amplifies local stories and voices, and highlights groups, services, musicians and artists in the community. These programs, series and segments are shared with audiences on-air or on-demand in communities across Australia.

Consultation & independence

We believe in the need to be independent and transparent in supporting a resilient sector for the long-term. Our independence is essential for fair and equitable grants processes.

Our grants review process is based on a peer-review model. Experienced community broadcasters and industry experts are central to how we operate. Together, our volunteers review almost 500 grant applications each year. Our volunteers contribute their insights and experience so that our grant programs respond and adapt to meet the changing needs of community media.

For more information on the work of the CBF visit www.cbf.org.au.

Role description

As a member of the Board, you will be responsible for the overall governance of the CBF, providing direction on organisational strategy, outcomes and priorities, policy and practice.

As per our constitution, the CBF Board is comprised of five sector-nominated directors (appointed by the Board from candidates nominated by community broadcasting stations and sector Organisations) and one to three Independent Directors.

Independent Directors join us from diverse sectors of Australia and bring their experience outside the community broadcasting sector to bear on the Board's decisions. They bring their care, skill and diligence to our work and offer additional perspectives. The Board relies on their experience and knowledge.

Responsibilities

Our Board members provide leadership to the CBF and are responsible for:

- setting strategic objectives and goals and monitoring progress/performance
- making and/or amending policies and procedures that regulate the Board, committees and CBF operations

- monitoring financial performance, including reviewing annual budgets and financial plans, approving our annual financial report, and liaison with external auditors
- establishing and determining the powers and functions of CBF committees
- appointing and regularly assessing the performance of our CEO, including remuneration and succession planning.
- determining the desired culture for the CBF and acting as a role model of that culture
- managing risk including identifying, controlling, monitoring and reporting
- engaging with stakeholders including employees, industry, government and other interest groups.
- abiding by the CBF [Code of Conduct](#) and the [Conflict of Interest Policy](#)

Each Board member must:

- act in good faith and in the best interests of the CBF
- not improperly use their position or misuse the CBF's information
- declare any perceived or actual material conflict of interest
- act with care and diligence, enhancing and protecting the CBF's reputation
- not allow the CBF to operate while it is insolvent.

Qualifications and experience

As a member of our Board you will be part of a dedicated team of seven to nine people who come from diverse backgrounds and bring significant knowledge, skill and experience in one or more of the following areas:

- leadership and governance
- legal
- finance & economics
- strategy development and implementation
- social inclusion
- technology
- grant-making
- risk management

As a Board member you will be recruited according to our [Diversity, Access and Equity Policy](#). We are committed to recruiting members who reflect the diversity of the community and have the optimum combination of experience, skills and attributes. For more information, view our [Board Skills Matrix](#) and [Board Diversity Matrix](#).

Training and support

You will be provided with induction and training by the Executive Officer prior to your first meeting. You will receive an Induction kit containing the Board Charter, Policies & Practices Register, the CBF Annual Report, Strategic Plan, Constitution, Funding Deed,

Key Dates, minutes from the Board's most recent meetings, Contact List and relevant policies, procedures and governance best practice resources.

As a CBF Board member you will also be registered for online Indigenous and CALD cultural competency training (unless exempted due to your cultural background, prior experience or learning).

Your main sources of support during your term on the Board will be the CEO, Executive Officer, and CBF President. These team members will be available to identify any professional development opportunities, address any concerns and provide opportunities for feedback between yourself and the organisation.

Benefits

The benefits of being a CBF Board role include:

- broad insight into current and emerging community broadcasting issues, trends, policy and practice
- greater understanding of CBF decision-making, internal structures and processes
- working as part of a passionate, diverse group of volunteers from the community broadcasting sector to make collective decisions
- being a strategic leader and having input into grant-making decisions that help build a resilient future for the community media sector
- the opportunity to contribute to the community media sector by ensuring grant funds are distributed in an equitable, impactful way.