

Board Recruitment Information Kit

Y Ballarat

September 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 skilled 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. If you feel you can make a real and positive difference, complete a Board Expression of Interest form and forward your resume to the Company Secretary of the Y Ballarat via email to company.secretary@yballarat.org.au



Image: YMCA Ballarat Board of Directors, September 2026

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

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.



**WORLD
YMCA**

www.ymca.int

The YMCA in Australia

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.

ymca.org.au

Y Ballarat

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.

We believe in the power of
inspired young people

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 five Long Day Care services are a part of 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 complement our Children's Services provision with nine 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 900 people across Victoria as part of our workforce, who 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.

Find out more via our Community Impact Report [YBallarat's Community Impact Report 2024-25](#)

Y Kinders

Y Kinders is an established Early Years Management (EYM) provider of sessional kindergarten having delivered over 20 years of Early Years education to communities across Victoria. We commenced 2026 with 94 sessional kindergarten services, reaching 85 communities in 21 of the 79 LGA's in Victoria. Of our workforce, 650 staff are connected to the delivery of our kindergarten portfolio.

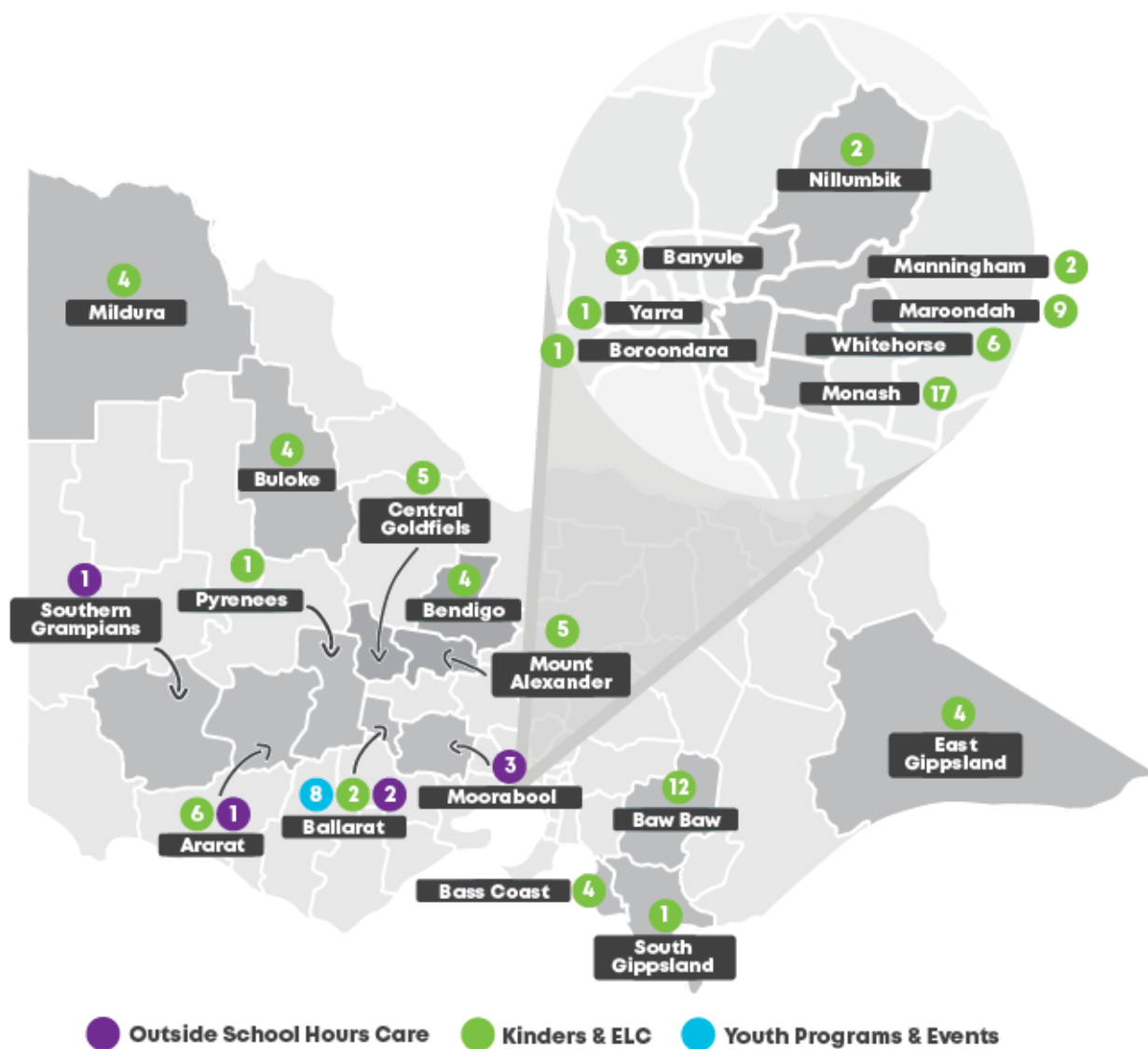
We have embarked-on the Victorian State Government's reform 'Best Start, Best Life' that is set to create substantial change in the sector over the next 12 years of rollout. This reform is a \$14 Billion investment to make kindergarten free for all Victorian families, provide 30 hours of 4-year-old kinder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

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

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

We believe in the power of
inspired young people

Our reach



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.

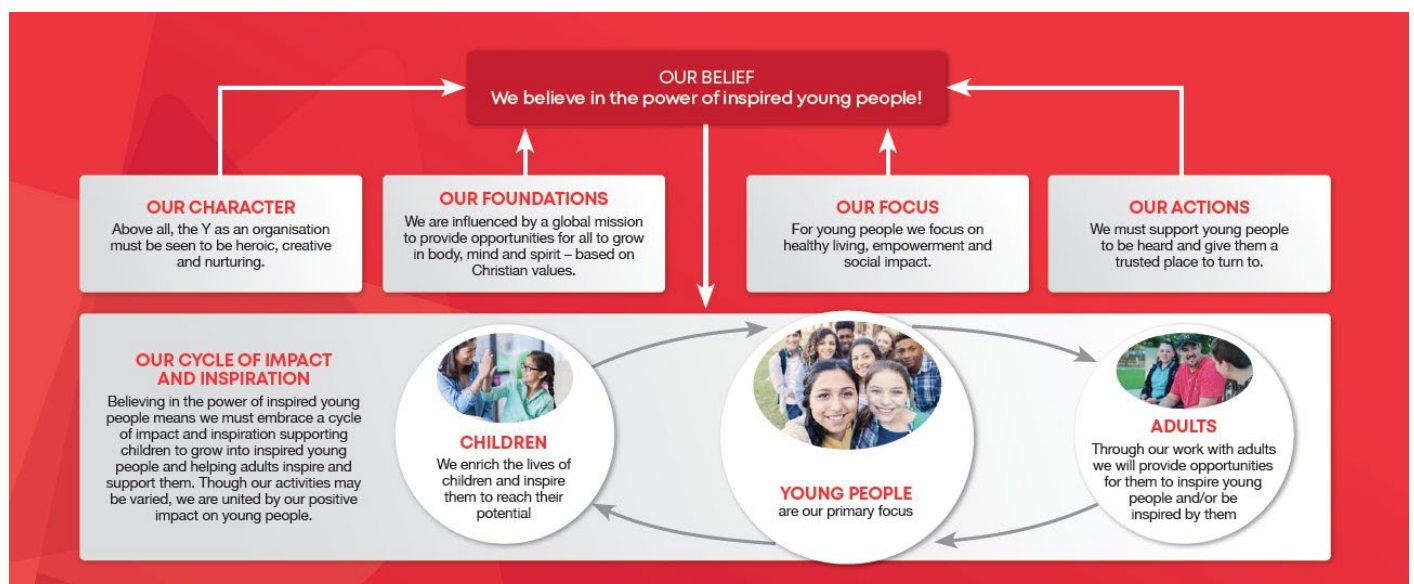
Our values

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 sub-committees to support the ongoing governance, strategy and management of the organisation:

- Governance Committee
- Finance Committee
- Risk Committee
- Safeguarding Committee
- Youth Services Board

Expectations of YMCA Boards

- Enhance the public image of the YMCA
- Use the networks and experience of Board members in growing the movement
- Contribute to the development of the wider YMCA movement
- Collaborative, inclusive discussions
- Futuristic thinking

The Board's role

- Is accountable for exercising the authority given to it in its Constitution and the law of the land.
- Sees its role as one of governance and holds its CEO accountable for the management of all authorised responsibilities.
- Is accountable for the overall performance of the organisation.
- Is responsible for determining board development, discipline and for its own performance and processes.
- Sets the board's work plan and agenda for the year.
- Establishes the extent of the CEO's authority to establish programs, budget, administer finances and otherwise manage the organisation according to sound practice.
- Exercises due diligence, fiduciary responsibility and ensures that risk is identified and managed.

Role of a board member

- Serve with respect, courtesy, concern and responsiveness.
- Observe board solidarity about decisions reached and authority to act.
- Endeavour to attend all board and committee meetings of which they are members.
- 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.
- Serve 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 member recruitment, appointment, induction and development

- All board members are responsible for identifying prospective board members through a variety of processes.
- When the needs arise, the board decides which prospective board members should be cultivated and recruited in the light of board composition and skills need.
- The board conducts a regular skills audit of its members to identify the skills the board requires in new members to enable it to govern well.
- It is the responsibility of the board to develop an Induction program for new board members.
- It is the responsibility of the board to develop an annual evaluation and development plan for the board as well as regular informal ones.
- The board includes the cost of these ongoing developments in its annual budget.
- The Board will develop appropriate information for distribution to potential Board members

Board member volunteering and employment

Board members have a right to apply to be a volunteer with and/or an employee of the Y.

- Board members who apply to be a volunteer with the Y shall undertake the same process and have the same rights and responsibilities as any other volunteer of the YMCA.
- Board members who apply for employment with the Y shall undertake the same process as any other applicant.
- Board members who apply for employment with the Y shall notify the President of their application immediately and refrain from participating as Board members while the application is being processed.
- Board members will resign from the Board if their applications is successful.

Board governance

The Board is governed by the Y Ballarat governance framework and associated policies. It is the Board's responsibility to review, and if necessary, change these governance framework and policies annually.

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.

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 to ensure that YMCA members, staff, volunteers and board members have the right to fair, equitable and timely action 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 underwriters.

- 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).

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 no 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

On 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 while in this position.
- Prior to being appointed to this position it's required there is a full disclosure of any pre-existing injuries or disease that might be affected by the appointment.
- 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 the Company Secretary at company.secretary@yballarat.org.au or by mail to Y Ballarat, 25-39 Barkly Street, Ballarat, VIC, 3350.