

Position Description

This position description is available in large print and other accessible formats upon request.

Position Title	Meli <<>> Board Director
Directorate / Service / Program	<<>>
Reports to	Meli <<>> Board Chair
Location	Geelong
Date Revised	27 August 2025

About Us

Our Purpose: Supporting people, strengthening communities.

Our Vision: A fair, safe and inclusive community where everyone can thrive.

Our Values: Build Connection, Show Courage, Inspire Action, Celebrate Difference, Be Dynamic.

The Meli Group is comprised of three (3) not-for-profit organisations, with the overarching objective of supporting people and strengthening communities.

Meli Community and Meli Housing provide vital community support services throughout the Barwon and South-West regions of Victoria, including foster and kinship care, family services, family violence services for women, men and children, school engagement, youth justice, mental health, drug and alcohol services, homelessness support, family and relationship counselling, financial counselling, Gambler's Help, emergency relief and NDIS services.

Meli Kindergartens is the Barwon region's largest provider of kindergartens, with kindergartens located in Geelong, the Bellarine Peninsula and Colac.

Each entity in the Meli Group is an Australian Public Company Limited by Guarantee, each with a Board of Directors. Meli Community is the parent entity of the Group and is the sole member of each of Meli Kindergartens and Meli Housing.

To learn more about Meli please visit meli.org.au.

Position Overview

Each Meli entity is governed by a Board of Directors responsible for ensuring that entity fulfils its purpose and objectives whilst meeting its legal and ethical responsibilities and requirements.

Each Board is responsible for the overall governance, strategy and performance of the relevant Meli entity.

Each Board will protect the rights and interests of the Member(s) and key stakeholders of Meli and is accountable to them for the overall governance of Meli.

The major roles, responsibilities and functions of the Boards, and by extension each Director of a Board, are summarised as:

- Development and monitoring of strategy
- Development of Board Policy
- Monitoring of all Company activities
- Accountability and compliance
- Organisational culture
- Risk management

Directors are expected to be familiar with Meli's Constitutional and governance arrangements, and be aware of, and fulfil the statutory and fiduciary responsibilities of a Board Director as set out in the Corporations Act 2001 (Cth). Meli Board Directors must fulfil their fiduciary duty to always act in the Company's best interest regardless of personal position, circumstances or affiliation.

This Position Description should be read in conjunction with Meli's Board Charter, Board Policies, the relevant Meli entity's Constitution and Meli's Directors Code of Conduct, which set out the Boards' roles, and responsibilities, and provide direction to Board Directors and the Board in fulfilling their governance responsibilities.

All Directors are expected to conduct all Meli Group business and activities in accordance with those documents.

Director Responsibilities

In addition to the responsibilities outlined in the Position Overview, Meli Directors, individually (and collectively), have the following specific obligations and responsibilities in fulfilling their governance responsibilities as a Director of a Meli Group entity:

- Ensure compliance with legal requirements
- Strategic Leadership
- Monitoring progress against Board Policies, the strategic direction set by the Board, and Meli's primary purpose(s)
- Risk Management
- Chief Executive Officer Appointment and Performance (Meli Community Directors)
- Demonstrate ethical behaviour and compliance with all relevant legislation, policies and Director's Code of Conduct
- Ensure Board effectiveness and efficiency
- Participate in the review and approval of transactions that are not consistent with the ordinary course of business for the Company.
- Participate in a structured assessment of each Board and individual Director's performance annually against performance criteria agreed to by the Meli Community Board.
- Serve the legitimate interests of the Company and account fully to the Company's Member(s) and, as appropriate, to key stakeholders.
- Collectively as a Board perform such other functions as prescribed by law or assigned to the Board under the Company's governing documents.
- Further guidance on these responsibilities is set out in the Meli Board Charter.

Director Commitment

Directors are expected to attend regularly for the full extent of Board and Committee meetings and be willing to contribute between meetings if required. Directors' time commitment includes participating in meetings, general meetings, and relevant Committee meetings and preparation time. From time to time, Directors may be required to participate in activities outside Board meetings (e.g. strategic planning, Board professional development, events) and be available to review information or respond to out of meeting requests.

It is expected that Director's will serve on at least one Board Committee.

Qualifications, Skills, and Experience

Board Directors should be able to demonstrate some or all of the following qualifications or skills, or be willing to acquire relevant knowledge and skills, for election or appointment to the Board.

- Formal Governance training or qualification as a Director (e.g. AICD, ICDA or similar).
- A relevant degree, professional or postgraduate qualification.
- Demonstrated success as a Director and /or Executive role with direct Board contact.
- Demonstrated financial literacy with sufficient knowledge to enact the Directors' accountabilities as per the Corporations Act 2001 (Cth).
- Demonstrated success in community services and/or early childhood education governance, or management at Executive level, with relevant experience in Child, Youth and Family and/or welfare sectors, human services, disability, education or community development.
- Resides in the community served, with a history of community engagement.

Other requirements of the role

All Board Directors must undergo and maintain a range of satisfactory checks as a condition of their appointment to a Meli Board.

These include:

- Working with Children Check
- National Coordinated Criminal History Check (NCCHC)
- International Police Check (if required)
- Eligibility to act as a Director as set out in the Constitution of the relevant Meli entity, Corporations Act 2001 (Cth) and Australian Charities and Not-for-profits Commission Act 2012 (Cth).
- Director Identification Number
- Australian Securities and Investments Commission's (ASIC) Banned and Disqualified Register
- Australian Charities and Not-for-profits Commission's (ACNC) Disqualified Persons Register

- Declaration of any Conflict of Interest

Key Stakeholders

- Meli Chair and Boards
- Meli's CEO and Executive Team
- Company Secretary
- Meli's funders and the communities Meli serves

Physical requirements & Environmental Conditions of the role

Meli is committed to creating inclusive spaces that are accessible for everyone by reducing and/or removing barriers through reasonable adjustments.

Where possible, Meli will make reasonable adjustments to support individuals to succeed in their roles.

Inclusion Statement

Meli is committed to being a place where everyone has a sense of belonging.

We embrace the unique perspectives and experience of our people and our community, and their voice is at the heart of our values and decision making.

We aim to be courageous as we learn, grow, and evolve as an accessible, inclusive and safe organisation for people of all identities.

We are working to create a team of people who reflect the diverse community we support. Aboriginal and Torres Strait Islander, LGBTQIA+, culturally diverse people, those living with a disability, and those looking to return to the workforce following a break in their career, are encouraged to apply for our roles.

Child Safety Statement

Meli is committed to child safety in every aspect of the organisation. We take deliberate steps to protect children from physical, sexual, emotional, and psychological abuse and neglect. Our organisation fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns.

We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children and young people. This includes providing a safe environment for children and young people with a disability, who are Aboriginal and Torres Strait Islander, from culturally and/or linguistically diverse backgrounds or who identify as LGBTQIA+.

Meli's policies and practices promote the safety and wellbeing of children and establish an effective, consistent approach to prevent, respond to and encourage the reporting of allegations of child abuse and harm.

All children, their families and carers should feel welcome at Meli, including feeling able to express their identity and raise concerns about their own or others' safety.

Director Declaration

I have read and understood this Position Description and in signing this document agree that I can fulfill all the requirements of a Board Director outlined herein and in supporting documents.

Additionally, I agree to notify the Board Chair immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

Name:	Signature:	Date:

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with the Board's or organisation's needs.