



BOARD MEMBER POSITION DESCRIPTION

POSITION SUMMARY:

Bendigo Foodshare is a vibrant organisation that reduces food insecurity across Central Victoria. It commenced operations in 2013. It is a not-for-profit charity, governed by a nine-member volunteer Board and staffed by a mix of paid staff and more than 400 active volunteers. A large complex organisation, Bendigo Foodshare operates a seven-day service that sources rescued, donated and surplus food and distributes it to thousands of people each week via local charities, community groups and schools across Central Victoria.

The core objective of Bendigo Foodshare is to rescue food that would otherwise go to waste and distribute this food as food relief to reduce food poverty in Central Victoria. However, food relief is only part of the solution to improving food security within our community. Bendigo Foodshare is also committed to working with the community delivering programs that seek to increase food skills, including growing, cooking and sharing skills, and to reduce the stigma and barriers to accessing help when it is needed.

As an organisation serving the community it is important that the board represents its diversity. The background of prospective board members will be taken into consideration along with alignment with the required key selection criteria.

Board members are expected to make significant contributions to the governance of the organisation through participation on various subcommittees and advocating to external organisations and groups to attract resources and support.

STRATEGIC PLAN 2026 – 2030

Vision

Every person in central Victoria has dignified access to healthy food.

Purpose

With passionate, committed volunteers at our heart, we're working together with partners and community to connect people to healthy, affordable food by improving local supply and access, developing food skills and supporting a sustainable and healthy environment.

Values

- Connection
- Integrity
- Respect
- Courage

Decision Making Principles

- Align every decision to our purpose
- Lead for long term sustainability
- Empower and reflect our community
- Advance Equity and Inclusion
- Collaborate for greater impact
- Anticipate and minimise harm
- Use resources wisely

Strategic Goals

1. Deliver more effective, inclusive and dignified food relief that meets community needs.
2. Build food literacy, resilience and local solutions that address some of the root causes of food insecurity, preventing hunger before it happens.
3. Strengthen collaboration and partnerships across our region to empower communities, amplify impact and drive lasting change.
4. Influence and shape regional, state and national food systems to create a fair, sustainable and accessible food futures for all.
5. Grow a high performing, values driven organisation with strong governance, a positive and inclusive culture, and a deep commitment to sustainability.
6. Develop innovative social enterprises and other revenue streams that strengthen our financial sustainability and increase our impact.

ROLE

Strategy

- Contribute to the development and implementation of a contemporary strategic plan for the organisation
- Assist with building and maintaining strategic relationships

Culture

- Work to support a high-performance values-based organisation culture
- Assist in the recruitment, support for, and performance management of the Chief Executive Officer
- Apply the organisation values and principles in all board decision making

Finance

- Contribute to the annual budget development process
- Work with other board members to ensure the organisation remains financially viable and can meet all its obligations

Risk

- Contribute to the development and implementation of a contemporary risk management system that reflects the risk appetite of the board
- Ensure the organisation is compliant with all relevant legislation, standards and the BFS rules and policies
- Contribute to policy development that ensures best practice governance

Operations

- Ensure systems are in place to monitor operations and achievement of strategic goals and objectives
- Monitor agreed key performance indicators

RESPONSIBILITIES

- build a strong understanding of BFS, its resourcing and its strategic goals and objectives.
- participation in induction, orientation and relevant professional development
- regular attendance and participation in board meetings, workshops and relevant sub-committees
- preparation for board meetings including reading papers, undertaking relevant research and seeking further information where needed
- provision of advice, opinions and independent judgement to inform board decisions
- utilising strategic, critical and innovative thinking
- attendance at organisation events including the Annual General Meeting
- advocating for the organisation where relevant
- making introductions and building new supportive relationships
- keeping a governance rather than operational lens
- participate in board performance reviews

DUTIES OF RESPONSIBLE PERSON

The Australian Charities and Not-for-profits Commission deems Board members as **Responsible People** with the following duties:

1. to act with reasonable care and diligence
2. to act honestly and fairly in the best interests of the charity and for its charitable purpose
3. not to misuse their position or information they gain as a Responsible Person
4. to disclose conflicts of interest
5. to ensure that the financial affairs of the charity are managed responsibly, and
6. not to allow the charity to operate while it is insolvent.

KEY SELECTION CRITERIA

Capacity & experience in all or most of the following:

- Governance / Senior Leadership
 - Strategy development & implementation
 - Risk management systems
 - Project governance & management
- Relationship development
 - Partnerships & collaborations
 - Community engagement & advocacy
 - Marketing & public relations
- Financial governance
 - NFP compliance
 - Fund raising & sponsorship development.
- Legal & regulatory compliance
- Information technology
- Relevant networks & relationships
- Relevant industry background and understanding of community needs