



Community grows here



Community Investment



Community House



Community Gold

Position Description

Board Director

Our Vision:

A thriving, resilient and inclusive Buninyong and district.

Our Purpose

We exist to build connections, facilitate conversations and leverage the resources of our community partners.

Our Values	
<p>Teamwork and Collaboration</p> <ul style="list-style-type: none"> • Have balanced input in our conversations and invite each other to contribute • Are proactively sharing relevant information • Are actively tapping into the collective wisdom of our group. 	<p>Care and Respect</p> <ul style="list-style-type: none"> • Listen to genuinely understand each other • Are willing to acknowledge the contribution of each other • Value the time commitment of others • Show empathy by checking other's wellbeing • Differ, when we challenge each other, it's about the idea...not the person.
<p>Trust and Integrity</p> <ul style="list-style-type: none"> • Do what we say we will do • Are acting with honesty and trustworthiness • Are open and transparent. 	<p>Commitment and Compassion</p> <ul style="list-style-type: none"> • Come prepared for Board meetings • Stay aligned to our vision and purpose • Pause to remind others of the direct 'line of sight' from our work as a board to community outcomes.
<p>Innovation</p> <ul style="list-style-type: none"> • Think expansively, combining ideas in unique ways • Challenge paradigms and assumptions and are not constrained by the thoughts or approaches of others • Demonstrate a collective appetite for considered risk and learn fast (not blame), when failures occur • Target important areas for innovation and develop solutions that address meaningful work issues • Examine numerous potential solutions and evaluate each before accepting any. 	



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Authority and Responsibility

The Board of Directors is the legal authority for Buninyong & District Financial Services Ltd (BDFSL). As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the company.

Term

Directors positions are voluntary and serve a three-year term. Directors may be released at the end of their elected term, by resignation or in accordance with BDFSL's governance policy. Director election and re-election requires ratification at the Annual General Meeting (AGM).

Board Membership Expectations

- Commitment to the work of the organisation.
- Knowledge and skills in one or more areas of Board governance: policy, finance, community investment, HR, Risk and audit, IT and cyber security, marketing and/or business development.
- Attendance at monthly Board meetings.
- Willingness to serve on Sub-Committees and attendance at assigned Sub-Committee meetings.
- Attendance at Annual General Meeting.
- Actively contribute to Board discussion, both at meetings and via correspondence.
- Attendance and participation at strategic planning sessions.
- Support of and representation at special events.
- Attendance at Bendigo Bank Director Education Program or Conference (minimum of one per year).
- Compliance with all company policy, franchise requirements and Director's legal and fiduciary responsibilities.



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Board General Duties (in collaboration with other Sub-Committee members)

- Contribute to the development of BDFSL Strategic Plans and annual review.
- Review and monitor the Franchise Agreement, Risk Register and Board policies, recommending changes where required.
- Approve, where appropriate, policy and other recommendations received from the Board, its Sub-Committees and senior staff.
- Review the Board's structure and approve changes, if and when necessary.
- Assist with the recruitment and induction of new Board Directors.
- Review and approve BDFSL annual budget.
- Approve the appointment and release of the Branch Manager, including annual review of their employment contract (salary and performance) based on the recommendation of the HR Sub-Committee.
- Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance BDFSL's vision and reputation.
- Represent BDFSL in the public arena, including public speaking engagements, media.
- Promote the Buninyong Community Bank within the community.

Board Evaluation (performance)

- Compliance with all company policy, franchise requirements and Director's legal and fiduciary responsibilities.
- All areas of compliance are completed as required within the specified timeframe.
- Measured impact of community investment projects and outcomes.
- Feedback from relevant stakeholders, including but not limited to Bendigo Bank representatives, other community bank partners, community groups, Branch Manager, staff and Board members.
- Participation in Sub-Committees and delivery of projects, reviews and allocated tasks.
- Attendance records.
- Successful outcomes and impacts of actions implemented.



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Vaccination against COVID-19 is a mandatory requirement for Buninyong & District Financial Services employees and Board members.

Personal Attributes

- **Work Standards:** Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.
- **Planning and Organising:** Establishing an action plan for self and others to complete work of BDFSL efficiently and on time by setting priorities, establishing timelines, and leveraging resources.
- **Initiating Action:** Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive.

Interpersonal Skills

- **Building Strategic Working Relationships:** Developing and using collaborative relationships to facilitate the accomplishment of BDFSL goals.
- **Negotiation:** Effectively exploring alternatives and positions to reach outcomes that gain the support and acceptance of all parties.
- **Communication:** Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

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