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Community Investment



Community House



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



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| Reports to                            | Board Chair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| Term                                  | <p>Director positions are voluntary and serve a three (3)-year term.</p> <p>Directors may be released at the end of their elected term, by resignation or in accordance with BDFSL's governance policy.</p> <p>Director election and re-election requires ratification at the Annual General Meeting (AGM).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Purpose                               | <p>To manage the company's performance and ensure that the company meets its compliance obligations.</p> <p>Directors are responsible for the overall operations of the company in line with the Franchise Agreement, Community Bank Constitution and are accountable for three broad types of duties. These are:</p> <ul style="list-style-type: none"> <li>• The fiduciary duty to the shareholders</li> <li>• A duty to exercise due care and diligence</li> <li>• Other statutory duties prescribed by legislation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                               |
| Organisation Values & Code of Conduct | <p>The role includes being a culture custodian of the organisation, which includes setting, promoting and monitoring the tone of the organisation's culture.</p> <p>For more information on the organisation's values, mission statement, purpose, strategic objectives and the board's code of conduct, please click on the link <a href="https://www.communitygrowshere.com.au/">https://www.communitygrowshere.com.au/</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Essential Functions                   | <ul style="list-style-type: none"> <li>• <b>Strategic direction:</b> participate with management in setting and reviewing policies, goals, strategies and performance targets for the organisation to meet commercial and community expectations.</li> <li>• <b>Resources:</b> make available to management the resources to achieve the strategic plan (e.g. money, management, human resources and materials); appoint and review the Branch Manager; and develop a succession plan.</li> <li>• <b>Performance:</b> monitor the organisation's performance against its strategies and targets.</li> <li>• <b>Compliance:</b> ensure there are adequate processes in place to comply with legal, regulatory and accounting requirements.</li> <li>• <b>Risk:</b> ensure the risks to which the organisation is exposed are clearly identified and suitable processes are in place to mitigate or manage those risks.</li> </ul> |



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|                  | <ul style="list-style-type: none"> <li>• <b>Accountability to shareholders:</b> report progress to the shareholders as their appointed representatives in a timely and transparent manner and align the collective interests of shareholders, board, management and employees.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Key Tasks</b> | <p>Participate as an active member of the Board and at all times, act in the best interests of the company and its stakeholders. This will include but will not necessarily be limited to:</p> <ul style="list-style-type: none"> <li>• Attending board meetings fully prepared</li> <li>• Ensuring that the company is compliant in relation to all relevant legislation and accounting standards</li> <li>• Complying with the legal and fiduciary responsibilities of a director</li> <li>• Setting the strategic direction of the company</li> <li>• Promoting the Community Bank within the community</li> <li>• Introducing potential customers to the branch</li> <li>• Participating in Board Committees as agreed</li> <li>• Attending at least one Bendigo Bank Director Education Program or Conference each year</li> <li>• Being an active contributor at Board meetings</li> <li>• Attending local community events supported by the Community Bank</li> <li>• Attendance at the Annual General Meeting</li> <li>• Serving as an ambassador for the Community Bank Company</li> <li>• Assist with the recruitment and induction of new Board Directors.</li> </ul> <p>In accordance with legal requirements and agreed ethical standards, Community Bank directors:</p> <ul style="list-style-type: none"> <li>• Owe a fiduciary duty to the company as a whole</li> <li>• Use the powers of the office for a proper purpose</li> <li>• Discharge their duties in good faith and honesty</li> <li>• Act with the level of skill, care and diligence expected of a director of a company</li> <li>• Demonstrate commercial reasonableness in their decisions</li> <li>• Act for the benefit of the company</li> <li>• Do not make improper use of information gained through their position as a director</li> <li>• Do not take improper advantage of the position of director</li> </ul> |



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|                                        | <ul style="list-style-type: none"> <li>• Wherever possible do not allow personal interests, or the interest of any associated person, to conflict with the interests of the company</li> <li>• Make reasonable enquiries to ensure that the company is operating efficiently, effectively and legally towards achieving its goals</li> <li>• Undertake diligent analysis of all proposals placed before the board</li> <li>• Do not engage in conduct likely to bring discredit upon the company</li> <li>• Comply with the spirit, as well as the letter, of the law and with the principles of the board charter.</li> </ul>                                                                                                                                                                                                                                                                                                                                      |
| <b>Key Result Areas</b>                | <ol style="list-style-type: none"> <li>1) Compliance with all director's legal and fiduciary responsibilities.</li> <li>2) Attend and participate in board meetings and relevant Sub-committee meetings</li> <li>3) Attending at least one Bendigo Bank Director Education Program or Conference each year</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Key Performance Indicators</b>      | <ol style="list-style-type: none"> <li>1) All areas of compliance are completed as required within the specified timeframe.</li> <li>2) Board &amp; Sub-committee meeting attendance records.               <ol style="list-style-type: none"> <li>a. Feedback from Board and Sub-committee Chair(s)</li> </ol> </li> <li>3) Education and conference attendance records or other evidence of attendance.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Technical Skill &amp; Knowledge</b> | <ul style="list-style-type: none"> <li>• <b>Knowledge of a director's responsibilities:</b> understanding of the role as well as the legal, ethical, fiduciary and financial responsibilities.</li> <li>• <b>Strategic expertise:</b> Ability to review the strategy through constructive questioning and suggestion and contribute to the effective decision making of the board.</li> <li>• <b>Accounting and finance:</b> Ability to read and comprehend the company's accounts, financial material presented to the board, financial reporting requirements and some understanding of corporate finance.</li> <li>• <b>Governance:</b> Understanding of compliance and governance practices to assist organisations or entities to comply with legal and regulatory requirement.</li> <li>• <b>Risk Management:</b> understanding of risk management processes and experienced in managing or contributing to the management of organisational risk.</li> </ul> |



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|                             | <ul style="list-style-type: none"> <li>• <b>Business Acumen:</b> Using economic, financial, market, and industry data to understand and improve business results; using one's understanding of major business functions, industry trends to contribute to effective business strategies and tactics.</li> <li>• <b>Industry knowledge:</b> experience in similar organisations or industries.</li> <li>• <b>IT literacy:</b> competent in using IT equipment and Microsoft Office 365.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Personal Attributes</b>  | <ul style="list-style-type: none"> <li>• <b>Work Standards:</b> 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.</li> <li>• <b>Planning and Organising:</b> Establishing an action plan for self and others to complete work efficiently and on time by setting priorities, establishing timelines, and leveraging resources.</li> <li>• <b>Initiating Action:</b> Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive.</li> <li>• <b>Integrity</b> – fulfilling a director's duties and responsibilities, acting ethically, appropriate independence, putting the organisation's interests before personal interests.</li> <li>• <b>Emotional intelligence</b> – Ability to understand and manage one's own emotions while also recognising, understanding and managing the emotions of others.</li> </ul> |
| <b>Interpersonal Skills</b> | <ul style="list-style-type: none"> <li>• <b>Building Strategic Working Relationships (meaningful engagement):</b> Developing and using collaborative relationships to facilitate the accomplishment of board goals. Working as an effective team member.</li> <li>• <b>Negotiation:</b> Effectively exploring alternatives and positions to reach outcomes that gain the support and acceptance of all parties.</li> <li>• <b>Communication:</b> 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.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                   |

To apply visit, [communitygrowshere.com.au/work-with-us](https://communitygrowshere.com.au/work-with-us)