



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><b>Teamwork and Collaboration</b></p> <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>	<p><b>Care and Respect</b></p> <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>
<p><b>Trust and Integrity</b></p> <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>	<p><b>Commitment and Compassion</b></p> <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>
<p><b>Innovation</b></p> <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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## **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 Requirements**

- 1.** Commitment to the work of the organisation.
- 2.** 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.
- 3.** Attendance at monthly Board meetings.
- 4.** Willingness to serve on Sub-Committees and attendance at assigned Sub-Committee meetings.
- 5.** Attendance at Annual General Meeting.
- 6.** Actively contribute to Board discussion, both at meetings and via correspondence.
- 7.** Attendance and participation at strategic planning sessions.
- 8.** Support of and representation at special events.
- 9.** Attendance at Bendigo Bank Director Education Program or Conference (minimum of one per year).
- 10.** Compliance with all Director's legal and fiduciary responsibilities.



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## General Duties

1. Approve, where appropriate, policy and other recommendations received from the Board, its Sub-Committees and senior staff.
2. Review and monitor the Franchise Agreement, Risk Register and Board policies, recommending changes where required.
3. Review the Board's structure and approve changes, if and when necessary.
4. Assist with the recruitment and induction of new Board Directors.
5. Contribute to the development of BDFSL Strategic Plans and annual review.
6. Review and approve BDFSL annual budget.
7. 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.
8. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance BDFSL's vision and reputation.
9. Represent BDFSL in the public arena, including public speaking engagements and media.
10. Promote the Buninyong community Bank within the community.

## Evaluation

1. Measured impact of community investment projects and outcomes.
2. Feedback from relevant stakeholders, including but not limited to Bendigo Bank representatives, other community bank partners, community groups, Branch Manager, staff and Board members.
3. Participation in Sub-Committees and delivery of projects, reviews and allocated tasks.
4. All areas of compliance are completed as required within the specified timeframe.
5. Attendance records.
6. Successful outcomes and impacts of actions implemented.



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## 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 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 work 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.

To apply visit, [communitygrowshere.com.au/careers](https://communitygrowshere.com.au/careers)