

Position Description

Details

Position:	Non-Executive Board Director
Department:	Board of Directors
Reports to:	Chair of the Board
Tenure:	Up to 3 x 3 years terms
Location:	Wangaratta

Signatories and endorsements:

Chair Board:	
Chair Board: Signature:	
Director Name:	
Director Signature:	

The Centre encourages all people of diverse backgrounds to apply including but not limited to Aboriginal and Torres Strait Islander (ATSI), Culturally and Linguistically Diverse (CALD), Sex, sexuality and gender diverse (LGBTQIA+) community and those living with a disability.

Position objective:

The Board is collectively responsible for ensuring that the Association complies with the Act and that individual directors of the Board comply with these Rules of association.

A Non-Executive Board Director is required to carry out the duties of a Director with fellow Board Member to provide good governance to The Centre.

About The Centre

Our Vision

Bright futures, thriving communities

Our Purpose

We exist to unlock hope and potential, create positive connections and achieve rewarding opportunities with our people and communities.

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Position Description

Our values and behaviours

These values and behaviours guide us in how we do things at The Centre. Their purpose is to guide the Board, management, staff and our learners and clients as they interact with us and our communities.

Respect

We respect the right of all people to access opportunities to learn, grow and achieve the goals that are appropriate for them as an individual within their own circumstances.

Integrity

We value excellence and accountability in everything we do. We are committed to always being honest and trustworthy.

Empathy

We provide a safe environment that embraces diversity and equality. We value every person's potential and their right to take action to improve their lives.

Collaboration

We work in partnership with stakeholders, using their knowledge and skills and our own to create programs and services that add value to the lives of our people and communities.

Organisational environment

The Centre for Continuing Education Inc is a Registered Training Organisation (RTO) providing vocational education and training, and other learning and education programs in communities throughout the Victorian Hume region, including both large and smaller regional locations. The Centre, a community-owned not-for-profit adult and community education college, was established over 55 years ago. It operates a unique blend of community building programs, learner engagement support and education programs for people with low educational attainment and multiple challenges through to people seeking entry into the workforce. The Centre also offers a range of community programs to build the capacity of and achieve beneficial outcomes for our communities throughout the Hume region.

This provides us with significant opportunities to support and work with people in the community to overcome barriers and challenges to enable them to fully participate socially and economically in our communities.

The Centre operates out of campuses in Wangaratta and Seymour, and through local partnerships throughout the Hume Region.

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Position Description

The Centre's departments are:

1. Vocational Education and Training (VET)
2. Community Engagement, Support and Employment (ESE)
3. Sport North East (Regional Sports Assembly)

The Centre is a Child Safe organisation, committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

The Centre is committed to building and nurturing a workplace that is free from discrimination, victimisation and allows for equal opportunity, including employment of Aboriginal and Torres Strait Islander people.

1 General Responsibilities

- 1.1 Demonstrate The Centre's values through personal behaviours
- 1.2 Promote The Centre's vision, purpose and values.
- 1.3 Ensure good governance across The Centre.
- 1.4 Contribute to The Centre's commitment to providing a child safe environment. This includes compliance with and support of The Centre's Child Safe Policy and related procedures, and Child Safe Code of Conduct.
- 1.5 Actively participate at Board meetings.
- 1.6 Attend and participate in Continuous Professional Development including annual Strategic Planning days.
- 1.7 Serve on a minimum of one sub-committees of the Board.
- 1.8 Comply with the Code of Conduct and all policies and procedures of The Centre.
- 1.9 Comply with OH&S requirements of The Centre.
- 1.10 Maintain excellence in customer service, a respectful and inclusive attitude to diversity, and commitment to continuous learning and improvement, to support The Centre's strategic growth and development.

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2 Time demands

Board members needs to have time to commit to Board meeting and representing the Board at The Centre's events.

There are 11 Board meetings a year, which are held from 2pm until 4.30pm usually on the 5th Thursday of the month.

Additional meetings that require attendance include professional development, annual strategic planning day and sub-committee meetings that are held monthly or quarterly.

Contacts

Internal relationships	Board Members, CEO and Leadership, All staff at The Centre
External relationships	Community Members, and community partners

Skills, knowledge and abilities

1. Experience working with or on committees or Boards
2. Experience and knowledge in Governance, Finance, Audit, Risk management, Legal, Community or Training and Education.
3. Strong communication and interpersonal skills that include the ability to provide open and honest feedback in a respectful manner.
4. Ability to exercise discretion and maintain confidentiality within legal constraints around this
5. Excellent verbal, written and interpersonal skills

Highly Desirable

Qualifications and Licences	Essential/Preferable
Director Identification Number	Essential
Current employee Victorian Working with Children Check Card (WCC)	Essential
Satisfactory National Police Records Check	Essential
Current Australian Drivers Licence	Essential
Ability to sign VRQA fit and proper person declaration	Essential