



Position Description – Director (Voluntary)

The Bass Coast Community Foundation (the Foundation) is seeking to recruit and appoint suitably qualified persons to board vacancies.

We are seeking motivated people with a range of skills, experience and strengths including an understanding of philanthropy, governance and grant making, and a strong connection and commitment to the Bass Coast community.

The closing date for applications is October 7, 2022.

Background

Established in 2002 in response to a growing need for a sustainable source of funds for community projects. The Foundation manages philanthropic dollars and funds projects to improve people's quality of life and make a positive and sustainable impact across the entire Bass Coast community. To fulfill this vision the Foundation:

- makes contributions to local not-for-profit organisations
- connects donors to local community groups
- builds partnerships to expand community leadership across the region
- works to increase participation in philanthropic activities

For further information about the Foundation refer to www.bccf.org.au

Context

The purpose of the Foundation is to support the communities across the Bass Coast Shire region. Since inception, the Foundation has distributed grants of over \$1 million solely within the Bass Coast region. The Foundation maintains a flexible structure to be able to effectively respond as local needs change. It is anticipated that as the Foundation grows its strategic focus will expand to respond to broader social, economic, cultural, and environmental issues prevalent across the Bass Coast. As an example of the Foundation's responsiveness, during the COVID 19 pandemic the Foundation donated \$30,000 to support Bass Coast Health prepare for increased hospitalisation of residents and has established a COVID19 recovery fund to build resources to support the community as it emerges from the pandemic and enable a targeted response to local issues.

For updated information about key priorities and grant giving visit [BCCF-Information- Sep-2022.pdf](#)

Board Composition

The Foundation has a skills-based board of up to twelve Directors. Directors are appointed for an initial period of three years with the opportunity for reappointment to a maximum of three consecutive terms. Directorships are voluntary and no payment is associated with the role.

Committee Structure

The Foundation operates a committee structure and Directors usually participate in 1-2 committees as part of their role. The current committee structure is:

- Finance, Audit and Risk
- Grant-making & Fundraising
- Policy & Remuneration



Board Duties and Responsibilities

Board meetings are held 11 times a year, on the third Monday of each month except for January and usually commencing at 7 pm at the Foundation's offices in Wonthaggi, or via Zoom Meetings during the COVID pandemic. Directors are required to attend at least 75% of board meetings and are expected to commit at least 6 hours per month to Foundation activities.

The key responsibilities of the Board include:

- Set strategies, plans and policies for the Foundation reflecting its purposes
- Approve operating budgets and sources of funding
- Implement, monitor, and review systems of risk management and compliance
- Consider the social, environmental, and ethical impact of the Foundation's activities and monitor compliance with adopted policies
- Monitor and review the performance of the board
- Ensure the Foundation is accountable to its stakeholders
- Select and appoint an Executive Officer and ensure adequate staff and resources to meet objectives
- Monitor and review management processes to ensure the integrity of financial and other reporting
- Effectively manage conflict of interest and ensure confidentiality is maintained
- Active contribution to building the Foundation profile and growing the donor base.

Directors are required to act in a lawful manner and understand the legal framework in which the Foundation operates.

Skills and Attributes

Required:

- Demonstrated strengths and skills in philanthropy, grant-making and funds development
- Demonstrated strengths and skills in either accounting and finance, and/or legal and governance, and/or risk management
- Strong connection to Bass Coast community
- Demonstrated commitment to social justice
- Capacity and willingness to facilitate support from business and the community
- Willingness to commit at least 6 hours per month to Foundation activities and committee structures.

Applications & Enquiries

For more information, please contact Phil Friedlos (Chair) on phil.friedlos@bccf.org.au or by phone on 0415 180 175.

To express interest in the role, please submit written applications that include:

- A brief cover letter and response to the priority skills and attributes (use attached pro forma to guide)
- A brief current resume (max. 2 pages) including at least two referees

Confidential applications should be sent by email to info@bccf.org.au

For further information about the Foundation refer to www.bccf.org.au

Please submit your application by 7 October 2022

Attachment: Pro forma Skills and Attributes

Bass Coast Community Foundation – Director Recruitment

(Please contain your response in the matrix to a maximum of 600 words.)

Connection to the Bass Coast and other relevant skills and experience (max. 100 words)	
Experience in philanthropy (max. 100 words)	
Experience in legal and governance (max. 100 words)	
Experience in risk management (max. 100 words)	
Board and committee experience (max. 100 words)	
Experience in finance and accounting (max. 100 words)	