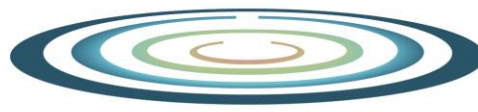


Position Description

Title	Associate Board Member
Reports to	Board Chair
Term	12 months
Engagement	Contract for Services – Independent Member of the Board
Location	Hamilton/Warrnambool
Remuneration	\$9,824 per annum + Superannuation \$1,827 per annum, per additional Committee (if required)

Glenelg Hopkins



CMA

Organisational Context

The Glenelg Hopkins Catchment Management Authority (CMA) was established in 1997 to effectively and efficiently help coordinate land, water and biodiversity programs that protect and enhance landscapes as well as support thriving communities.

We connect individuals and interest groups who live on, work with, and enjoy our land and waterways with reliable information, valuable opportunities, and inspirational motivation so that the community is informed, empowered, and enabled to create a sustainable South West Victoria.

Our organisation is committed to our three key values of 'Professional, Collaborative and Innovative' that underpin our workplace culture.

There are three program areas within the GHGMA: Corporate Services, Land Health and Biodiversity, and Waterways. These are supported by the CEO Office which manages the relationship with the Board and provides cross organisational support relating to the involvement and reputation of the CMA.

Position Purpose

The Associate Board Member (the Associate) is engaged by the CMA for the purpose of providing an independent perspective and input to the Board and to actively participate in Board meetings, without voting rights, to:

- to develop the capability of young Victorians and build a pathway for, and pipeline of, future board members
- to increase awareness of board roles and opportunities in younger Victorians/emerging professionals and provide practical experience to develop governance skills relevant to public sector boards
- to acknowledge that young people make invaluable contributions to communities and ensure they are further empowered to contribute through participation

Glenelg Hopkins



CMA

ENQUIRIES:

T: 03 5571 2526 | **E:** jobs@ghcma.vic.gov.au

ABN: 55 218 240 014

www.ghcma.vic.gov.au

- encourage future applications for a board member role and align with the Victorian Government's commitment that government boards reflect the rich diversity of the Victorian community including young people – see Diversity on Victorian Government Board Guidelines
- to provide diverse perspectives to aid board decision making.

Organisational Accountability and Extent of Authority

The Associate is not appointed to the board by the Minister under an Act. As a result, the Delegate does not have the same responsibilities as a board member under the Catchment and Land Protection Act 1994, the Public Administration Act 2004, and other statutory provisions. Equally, the Delegate does not have a formal decision-making role on the board or voting rights.

As the Associate is engaged by the CMA for services, where they will use or have access to public sector resources or information that are not normally accessible or available to the public, the [Code of Conduct for Victorian Public Sector Employees](#) and associated policies and procedures will apply. The delegate will also act in accordance with the [Public Sector Values](#).

The Associate will be required to complete all relevant governance and payroll forms required of a Board Director, including a confidentiality form, Conflict of Interest Declaration, Police Check, Working with Children Check and Register of Interests and Related Party Disclosures Declaration.

Organisational Relationships

This role reports to the Chair of the Glenelg Hopkins CMA Board and liaises with the Board members, CEO, Executive Managers, Managers and staff, peers in Victorian CMAs and water corporations, or local government and government agencies.

Specific Functions

As an associate of the Board you will;

- Support the successful performance of the CMA
- Contribute to the development and delivery of the vision and the strategic directions of CMA
- Support the good governance of the Board and the CMA
- Regularly attend meetings and to make a positive contribution having read and considered the relevant papers
- Promote the work of the CMA and, when required, to represent the CMA at public events
- With Board endorsement, represent the CMA on external committees and working groups
- Comply with the CMA's policies and procedures
- Undertake professional development through;
 - governance training and induction provided by the CMA
 - participate in DEECA's delegate network and other support provisions
 - peer mentorship and experience through Board participation.

Time Commitment

The Delegate can expect to spend on average 2 days per month on Board matters. This is made up of monthly meeting attendance, preparation and reading for Board meetings, participation in Board planning/workshops, CMA events, as well as other learning and development opportunities.

This position will consist of attendance at 8 Board meetings, with approximately 4-6 meetings on location and the remaining meetings online via Microsoft Teams.

Subject to the professional development opportunities the incumbent chooses to undertake, additional time commitment may be required beyond the usual meeting preparation and attendance.

Organisational Requirements

Area	Requirements
Risk	Contributing to the continued improvement of the CMA's risk management capabilities, including reporting any incidents that may result in unacceptable levels of risk or non-compliance with established procedures.
Workplace Health & Safety (WHS)	The Glenelg Hopkins CMA is committed to the health, safety and wellbeing of all staff, board members and contractors, and as such, you are required to comply with the Occupational Health and Safety Act (2004) and associated, Regulations, Compliance Notes, CMA Policies and Procedures (as updated and amended from time to time).
Record Keeping	Responsible for ensuring all record keeping activities under your control have been identified, created, and captured as per the CMA's record keeping requirements and obligations, in a transparent and secure manner.

Selection Criteria

1. An emerging leader aged 18-34 years who is living in Victoria
2. Knowledge of the Glenelg Hopkins catchment, its issues, and a commitment to improving catchment health
3. Experience **or** interest in one or more of the following areas:
 - a. Community engagement
 - b. Land and water management
 - c. Climate change
 - d. Primary Production
 - e. Strategy and business management
 - f. Infrastructure and project management
 - g. Corporate governance
 - h. Financial and commercial management(Please indicate areas of experience and/or interest)
4. Capacity to participate and develop in the role
5. Ability to make an independent judgement and to offer perspective, to contribute to the dynamic of the Board and CMA.

Note: A current Police Check and Working with Children Check will be required, both can be obtained prior to appointment

Position Certification

My signature below confirms that I understand and agree to undertake the inherent requirements of the position as outlined above.

Name Signature Date:

Office use only

Position Reason	New position Replacement position Other	Position re-designed position updated
Approved by:	CEO	Date: