

General Information

Board Director Role & Responsibilities

Community Foundation for Albury Wodonga Region (trading as Border Trust) is an independent philanthropic organisation that enables donors to contribute cash, bequests or real property to create a permanent endowment that benefit the cities of Albury and Wodonga, and the surrounding Indigo, Towong, Greater Hume and Federation Shires.

Our purpose is to bring together people and resources to create stronger, more resilient, and connected communities.

To learn more about the Community Foundation movement across Australia, head to Community Foundations Australia - cfaustralia.org.au

Board Director Purpose

To participate as a member of a team that makes decisions and determines policies to govern, guide and support the Foundation. This includes helping to build the endowment; ensuring that Border Trust –*the Community Foundation for the Albury Wodonga region*- is an effective fundraiser and grant maker, as well as ensuring that Border Trust contributes to the communities of the Albury Wodonga Region by strategic grant making and partnerships with community organisations operating within this area.

Community Foundation for Albury Wodonga Region Ltd
ABN 34 111 519 012

Trustee for Community Foundation for Albury Wodonga Region
DGR 2 Trust ABN 11 064 494 169

Trustee for Towong Community Bushfire Disaster Relief Fund
DGR 1 Trust ABN 64 221 473 179

2022-2025 Strategic Plan – Key Pillars

- Grow Local Giving (Fund development)
- Invest in our Community (Impact Granting)
- Build our Capability (Governance & Reach)

Specific Skills Currently Required

- Technology and/or Digital
- Legal and/or Insurance
- Not for profit sector, including grants and funding experience

Reports to

Board Members are accountable to Border Trust - *the Community Foundation for Albury Wodonga region*, and the Board, and are governed by the **Constitution of the Community Foundation for Albury Wodonga Region Ltd.**

Qualifications

Members of the Board of Border Trust should:

- Have an active interest in the local community
- Be well known and respected in the community, with some degree of relevant influence and experience
- Add to the diversity of the Board
- Possess strong communication and teamwork skills
- Have knowledge and skills in one or more areas of board governance and management: planning/policy, finance, fundraising; investment; grant making; communications; volunteer management; law
- Have the necessary time to be able do the job well and to get involved in a core area of the community foundation's work.

Preferably, Board members will fit into one of the “Responsible Person” categories. This is defined as an individual who:

- performs a significant public function
- is a member of a professional body having a code of ethics or rules of conduct
- is officially charged with spiritual functions by a religious institution
- is a director of a company whose shares are listed on the Australian Stock Exchange
- has received formal recognition from government for services to the community, or
- is approved as a Responsible Person by the Commissioner of Taxation.

Duties

Members of the Board of the Border Trust will be required to:

- Make a personal contribution of time and talent to the Foundation’s further development
- Seek out and cultivate potential donors
- Use personal networks to promote the Foundation
- Actively recruit members, where required, for sub committees taking into consideration the skill set required to fill those positions.
- Ensure that the Foundation is an effective grant maker
- Build relationships with community organisations that the Foundation will partner to deliver outcomes to the community.
- Time commitment required is generally 4-5 hours per month for Board members, being: one Board meeting and sub-committee meeting per month, event and one-off assistance as required.

Governance

- Fulfill the statutory duties and obligations of a board member including compliance with all requirements of the Foundation's constitution and rules
- Contribute to, understand, support and revise (as necessary) the mission, philosophy and the goals of the Foundation
- Provide input into the Foundation's planning guidelines and strategic plans
- Act impartially in the overall interest of the Foundation and avoid areas which may cause conflicts of interest
- Ensure fiscal responsibility
- Attend Board meetings, the Annual General Meeting, and any special meetings of the Board
- Register for, and provide Directors Identification Number [Apply for your director ID | Australian Business Registry Services \(ABRS\)](#)
- Serve on one or more committees of the Board and attend their regular meetings.

Diversity

It is important that the Border Trust is representative of the diversity of the community within which it operates. Accordingly, the Board should have the following characteristics:

- A gender balance
- A mixture of board members from the business and community sectors
- A good representation of the diversity of the Albury Wodonga Region– cultural, geographical and age.

Code of Conduct

All members of the Board are expected to act under the following codes of conduct:

- **Act with honesty and integrity:** Be truthful and consistent, promote ethical behaviour, check actions and decisions against personal principles and corporate values.
- **Prepare for and attend meetings:** Read all meeting papers, ask for more information or clarification if required, become familiar with relevant legislation and policies, attend as many meetings as possible.
- **Be active and conscientious:** Take an interest in all issues before the board; ask questions, raise objections and debate opposing views, be objective, understand enough to form an opinion on every issue before the board.
- **Record any dissent:** Make a point of having views recorded in the Minutes if board decisions are of concern or are opposed by members.
- **Avoid any improper use of information or board position:** Do not misuse information obtained in the course of board duties either to:
 - obtain a direct or indirect gain for themselves or others; or
 - do harm to other people or the board.
- **Maintain confidentiality:** Do not divulge information which is confidential or sensitive.
- **Declare any real, perceived or potential** conflicts of interest

Adhere to the norms of the Board:

- We act with integrity and friendship.
- We consistently suspend judgement, share the load and acknowledge differences whilst treating each other with dignity
- We actively listen, ask questions to understand content, challenge constructively and make evidence based decisions.

To register your Expression of Interest, please complete the
“Expression of Interest” form and submit to: eo@bordertrust.org.au

Further enquiries are welcome by phoning Glenys Atkins, Executive Officer
02 60817201 or 0447 684 506 (*please leave a message if unattended*).