

1 February 2022

Thank you for considering joining the Board of Management of George Gray Centre Inc.

As a not for profit with a long history of supporting adults with a disability in Wellington Shire, we are looking for Directors who can contribute for up to 3 years (on a 12 month election cycle) and bring passion, innovation and skills to the role.

We are particularly seeking those who have skills, knowledge and experience in (any or all)

- accounting and financial management,
- business operations and strategy
- asset management
- disability

People from culturally and linguistically diverse backgrounds, those who have experience with disability and young people are strongly encouraged to apply.

The position is voluntary and involves attendance at monthly committee meetings and membership on a Board subcommittee, which could include Finance, Risk and Quality, Fundraising, Infrastructure, and Remuneration.

Typically, the Board of Management meet 11 times a year and meetings are 2.5 hours in duration. They are hosted at our centre in Maffra and online attendance is available when needed. From time to time, you will be required to support community based and stakeholder activities that further progress George Gray Centre's service provision and goals.

What positions are available on the Board?

The George Gray Centre Incorporation is a minimum 8 member voting board that includes:

- President
- Vice President
- Treasurer
- Secretary
- Ordinary members – 4 positions
- Public Officer (non-voting and held by George Gray Centre Chief Executive)

How do I learn more about the role?

Enclosed in this pack is further information relating to the position:

- George Gray Centre Board of Management role statement
- Nomination form
- George Gray Centre Inc Membership form, which is a requirement of the Rules of Association
- George Gray Centre Inc Rules of Association

Alternatively, if you would like to have a confidential discussion please contact David Anderson on telephone 0487 824 368 or email jleslie@georgegray.org.au

How do I apply and how are Board members elected?

Board of Management members are elected annually at the AGM. **Nominations for the 2022 year close on Friday, 11th February at 12.00pm. Please submit your nominations to jleslie@georgegray.org.au**

To nominate for the Board, you must complete the Nominations form and have endorsement by two active members of the Association.

Nominations will be presented at the AGM on Wednesday, 16th February at 7.00pm. In the instance of multiple candidates for positions, a member vote by ballot card will be conducted.

Thank you again for your consideration in joining the Board of Management of George Gray. Should you require any further information please do not hesitate to make contact.

Yours sincerely

David Anderson
Board Chair
George Gray Centre

Role Statement

George Gray Board of Management

Role: Ordinary Member

EXPECTATIONS OF THE BOARD AS A WHOLE

George Gray Centre Incorporated is committed to the provision of services which will embrace access and inclusion, personal development, and independence of adults with a disability.

As the highest leadership body of the George Gray Centre Incorporated, and to satisfy its fiduciary duties, the board is responsible for:

- determining the mission and purposes of the George Gray Centre Incorporated
- selecting and evaluating the performance of the CEO
- strategic and organisational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring George Gray Centre Incorporated programs and services
- enhancing George Gray Centre Incorporated public image
- assessing its own performance as the governing body of George Gray Centre Incorporated

EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

Each individual board member is expected to

- know George Gray Centre Incorporated mission, policies, programs, and needs
- faithfully read and understand the George Gray Centre Incorporated financial statements
- serve as active advocates and ambassadors for the George Gray Centre Incorporated and fully engage in identifying and securing the financial resources and partnerships necessary for George Gray Centre Incorporated to advance its mission
- leverage connections, networks, and resources to develop collective action to fully achieve George Gray Centre Incorporated mission
- be an active financial member of George Gray Centre Incorporated
- help identify personal connections that can benefit the George Gray Centre Incorporated fundraising and reputational standing, and can influence public policy
- prepare for, attend, and conscientiously participate in a minimum of 80% of all board meetings/activities held. As a guide 11 monthly meetings held annually.
- participate fully in one or more committee

BOARD MEMBERS ARE ALSO EXPECTED TO

- follow the organization's bylaws, policies, and board resolutions
- sign an annual conflict-of-interest disclosure and update it during the year, if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of George Gray Centre Incorporated
- meet all requirements outlines in the George Gray Centre Incorporated Rules of Association

Board of Management Nomination Form

Please email your form to jleslie@georgegray.org.au

I of

Address

being a financial member of George Gray Centre Incorporated, **DO HEREBY NOMINATE:**

Name

of

Address

for the position of:

- | | | | | | |
|-----------|--------------------------|--------------------------|--------------------------|-----------------------|--------------------------|
| President | <input type="checkbox"/> | Vice President | <input type="checkbox"/> | Treasurer | <input type="checkbox"/> |
| Secretary | <input type="checkbox"/> | Auxiliary Representative | <input type="checkbox"/> | Ordinary board member | <input type="checkbox"/> |

Proposed by (Name)

Signature..... Date

Seconded by
(Name).....

SignatureDate

I, _____ (the nominated) **accept/do not accept** this nomination. I understand the conditions of the George Gray Centre Incorporated Rules of Association and am willing to sign a Statement of Commitment and undertake an induction process if I am elected to the Board.

Signature _____

Date _____

As per the George Gray Centre Incorporated Rules of Association, the following nomination form was fully completed and duly submitted to the Secretary no less than seven days prior to the holding of the Annual General Meeting.

Signed: _____

Name: _____

Position: *Secretary (George Gray Centre Inc.)*

Application for membership of GEORGE GRAY CENTRE INC.

I,
(Full name of applicant)

of
(Address)

desire to become a member of George Gray Centre Inc.

In the event of my admission as a member, I agree to be bound by the rules of the Association for the time being in force.

Signature of Applicant

Date

I,, a member of the Association, nominate the applicant, who is personally known to me, for membership of the Association.

Signature of Proposer

Date

I,, a member of the Association, second the nomination of the applicant, who is personally known to me, for membership of the Association.

Signature of Seconder

Date



Creating Opportunities

Rules of Association – George Gray Centre Incorporated