



Position Description

<u>POSITION TITLE:</u>	Director of The Bendigo Trust
<u>POSITION STATUS:</u>	Voluntary
<u>REVIEWED:</u>	January 2019

OUR ORGANISATION

Bendigo Heritage Attractions (BHA) is responsible for managing, maintaining and promoting three of Bendigo's most significant heritage assets, including Central Deborah Gold Mine, Bendigo Tramways and the Bendigo Joss House Temple.

The Board, management, employees and volunteers at BHA are passionate about preserving and sharing the fascinating stories of each of these authentic attractions with the many thousands of visitors – from all over Australia and the world – who visit Bendigo each year.

The nature of our business also requires that we maintain numerous rare skills within the areas of heritage vehicle restoration and heritage mine maintenance. As a result, BHA is well known as specialists in these fields.

Bendigo Heritage Attractions is the trading name for The Bendigo Trust, a not-for-profit organisation formed in 1970.

OUR VISION

To be the most inspiring heritage story in Australia.

OUR MISSION

We will preserve, showcase and operate living heritage assets which enrich Bendigo's cultural soul.

OUR ATTRIBUTES AND PRINCIPLES



PRIMARY OBJECTIVE

The primary objective of a Director is to be an effective member of the Board as a collective body; and in so doing to assist the Board to fulfil its role of strategic leadership and corporate governance.

KEY RESPONSIBILITIES & DUTIES

The Board as a whole:

- works closely with the CEO to clearly define the scope, mission, goals and ideal operational structures and approaches for BHA and review reports on implementation and operations
- seeks appropriate professional and technical advice as required
- sees that appropriate planning processes are used to ensure a coordinated, integrated approach for BHA's programs and services
- considers and adopts BHA's annual budget
- must have a team approach to its work
- oversees effective corporate, legislative and industrial compliance on all aspects of BHA's program, services and operations
- sees that appropriate systems and records are maintained, and
- works with the CEO to establish and maintain productive relationships with government at all levels, relevant external agencies, clients and others.

Individual Directors are expected to maintain a high attendance at board meetings, and to take steps to familiarise themselves with any decisions and discussions they have missed.

Members may also be asked by the Board or CEO to represent BHA at meetings and in other circumstances.

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Chair of the TBT Board
Supervises:	The Board collectively supervises the CEO, generally through the Chair
Internal Liaisons:	As authorised by Board or CEO
External Liaisons:	As authorised by Board or CEO

SKILLS & ATTRIBUTES

1. Understanding of collective corporate governance and the role of an individual board member.
2. Ability to plan and think at a strategic level.
3. Ability to set and evaluate achievable objectives.
4. Understanding of one or more of the tourism, heritage, transport, manufacturing, mining, or not-for-profit sectors, or some other relevant corporate, industry, government or social experience.
5. Understanding of common financial reports and audited annual financial statements.
6. A high level of political acumen and the ability to build relationships.
7. Communication and presentation skills, both oral and written, addressing a range of audiences.

QUALIFICATIONS & EXPERIENCE

- Prior experience with corporate or large not-for-profit management or governance will be valued. Every incoming Director must have a demonstrable understanding of the legal role and responsibility of a company director, and a demonstrable ability to understand financial statements.
- Each member of the board should have some combination of skills, qualifications, networks, experience and expertise such that the Board as a whole is well-rounded and fully qualified to perform its functions.
- To maintain Board skills balance, particular attributes may be especially sought after by the Board from time to time.

OCCUPATIONAL HEALTH, SAFETY & WELFARE

Directors when on BHA sites or elsewhere performing BHA functions are responsible and accountable for:

- Complying with workplace procedures for risk identification, risk assessment and control.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.

Bendigo Heritage Attractions has a policy of no smoking in the workplace in line with current health and safety practice.

VOLUNTEER ROLE

Trust Board members serve as volunteers. In certain circumstances expenses may be claimed.

As a general rule the Board meets monthly on a Wednesday evening. Board meetings generally last up to two hours, and papers are distributed by email five to seven days prior to the meeting. Directors should expect to spend at least an hour reading the papers prior to the meeting. The CEO and CFO are glad to discuss in advance anything that may be unclear. The Finance & Audit Committee meets monthly and other Board committees (such as Executive) meet as required.

There is an annual four to eight hour strategic planning meeting held each year as determined by the Board, and other special meetings may be called throughout the year.

Board members are also invited to participate in a variety of BHA events — ceremonies, launches and so forth. The Constitution requires that Directors become members of The Bendigo Trust.

INDUCTION OF NEW DIRECTORS

An induction to the organisation is provided for all new Directors, including a tour of the sites, and is arranged at a mutually convenient time, ideally before attendance at their first Board Meeting. A set of Board Codes and Policies along with other relevant documents and information is also provided.

EXPRESSIONS OF INTEREST

The Bendigo Trust Board is seeking expressions of interest from suitably qualified persons to fill vacancies on the Board. Skills and experience in, but not limited to, marketing, engineering or manufacturing, change management, financial controls and governance will be well regarded.

A letter outlining interest in joining the TBT Board, relevant skills and experience along with a resume should be received by 9am on 28 July 2019, as follows:

The Chairman
The Bendigo Trust
76 Violet Street
Bendigo, VIC 3550

OR

Email: faye.gair@bendigoheritage.com.au

For enquiries call Peter Abbott, CEO, 03 4444 2811 or 0427 820 871