



Call for Nominations – 2020

Positions on the Board of Directors at South Burnett Community Foundation Limited

South Burnett Community
Hospital Foundation Ltd

ABN: 14 099 686 647

Mark Pitt
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Background

Nominations are called for Director positions on the Board of Directors of South Burnett Community Foundation Limited in accordance with the company's Constitution.

Under Part 4 – Directors, the appointment, removal and retirement of Director is detailed along with the role and responsibilities of the Directors and the Chairman of the Board.

One (1) Director of the nine (9) Directors must be an employee of the South Burnett Regional Council. This appointment is currently held by the Chief Executive Officer of the South Burnett Regional Council and this Director is also the company secretary as per clause 5.2 of the constitution.

Director Qualifications

A director holds office until removed from office as per clause 4.3 of the constitution. A person would be considered for appointment as a Director if the person has qualifications or experience in at least one of the following areas:

- i) Fundraising;
- ii) community engagement
- iii) financial management;
- iv) advocacy;
- v) corporate governance; and
- vi) any other skill considered necessary by the Board to add value to the Board.

Neither the auditor of the Company nor any partner, director or employee of the auditor is eligible to act as a Director.

Director Generic skills matrix

The Nomination and Remuneration Committee advises the following generic skills are required of all candidates:

Strategy: Ability to think strategically and critically assess strategic opportunities and threats and development effective strategies in the context of the strategic objectives of South Burnett Community Foundation Limited.

Policy development: Ability to identify key issues for South Burnett Community Foundation Limited and develop appropriate policies to define parameters within which the company should operate.

Finance performance: Ability to read, understand and critically analyse financial statements and reports.



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Risk and compliance oversight: Ability to identify key risk to South Burnett Community Foundation Limited in a wide range of areas including legal and regulatory compliance and monitor risk and compliance frameworks and systems.

Corporate governance: Knowledge and experience in best practice corporate governance, structures, policies and processes.

Community and stakeholder engagement: High level reputation and networks in the community to raise awareness and generate funding.

Governance and Ethical Leadership

As a charitable institution and Company Limited by Guarantee, South Burnett Community Foundation Limited is reliant upon community and corporate goodwill to achieve its goals.

As a community organisation, South Burnett Community Foundation Limited also has considerable legislative, administrative and other accountabilities that need to be maintained to a high standard.

The Board is comprised of nine Directors who bring expertise in community engagement and charitable fundraising, governance, finance, marketing and communications, not-for-profit administration, as well as extensive networks with the corporate, public and government sectors and the broader community.

Role of the Board of Directors

The role of the Board is defined by South Burnett Community Foundation Limited Constitution, being the legal instrument guiding the organisation. The Board and volunteers operate in line with a Code of Conduct.

The Board is responsible for the overall corporate governance of the organisation. This includes:

- Formulating its strategic direction;
- Approving and monitoring financial performance;
- Establishing and monitoring the achievement of organisational goals; and

The Board is also responsible for approving and monitoring finance and other reporting and compliance.

Board of Directors Education

South Burnett Community Foundation Limited has a formal process to induct and educate new and continuing Directors about the nature of the organisation, the corporate strategy and the expectations concerning performance and conduct of Board Members.

Important Documents:

South Burnett Community Foundation Limited Constitution