

# POSITION DESCRIPTION

# BOARD DIRECTOR

## Introduction

Common Equity Housing Limited's (CEHL) purpose is to partner with member co-operatives to deliver an effective, sustainable and member-led co-operative housing program. While CEHL only operates in Victoria, the co-op housing program is the largest of its type in Australia.

The CEHL Board is seeking people who have the capacity, time and skills to contribute to the governance of our important organisation. CEHL works in partnership with member co-operatives to deliver the largest co-op housing program in Australia and also has a substantial affordable housing portfolio that is let directly to renters.

The Board of CEHL is values aligned, diverse and skilled. CEHL seeks to represent Victoria's diverse community including age, gender and cultural and/or linguistic diversity.

## About CEHL

- Common Equity Housing Limited (CEHL) develops and manages affordable housing throughout Victoria.
- There are more than 2000 properties in the CEHL housing portfolio, predominantly managed by 100+ housing co-operatives. We are Australia's largest provider of co-op housing.
- The co-operative movement is a well-established international movement, based on the principles of self-help, self-responsibility, democracy, equality, equity, and unity.
- A housing cooperative is a group of people who work together to meet their housing needs. Co-op members share activities in the management and running of their co-op, with opportunities for all members to take part.
- Housing co-operatives are an alternative to private rental or home ownership. They offer secure, long-term tenancies at an affordable rent and within a supportive community.

## Overview of the CEHL Board

### The CEHL Board has eleven (11) Directors, comprising:

- Five (5) Directors elected by our member co-ops;
- Five (5) Directors appointed for their specific skills; and
- The Managing Director.

### Director term/participation:

CEHL Directors serve a two-year term and may be eligible for re-appointment/re-election for subsequent terms. Board meetings are currently held ten (10) time per annum. Other activities include attendance at the annual Board Strategic Planning Day plus membership of at least one Board Committee.

### There are three (3) Board Committees:

1. Property;
2. Finance and Risk;
3. People, Culture and Governance.

CEHL directors are eligible to be paid a director sitting fee.



## Role Related Competencies

<b>Knowledge of Directors responsibilities</b>	Understanding the role of a Board Director as well as legal, ethical, fiduciary and financial responsibilities.
<b>Strategic expertise</b>	Ability to contribute to, analyse and review.
<b>Accounting and finance</b>	Ability to read and comprehend company accounts and financial material presented to the Board.
<b>Legal</b>	Commitment to ensuring CEHL's compliance with applicable laws and individual director's legal responsibilities.
<b>Risk management</b>	Experience in understanding and managing risk.
<b>Technical &amp; Computer skills</b>	Familiarity with document management, email and electronic calendar applications. Ability to use a computer and engage via online platforms (eg. Teams).

## Essential Criteria

### Integrity

Puts CEHL's interests before a Director's personal interests, acts ethically to fulfil Director duties and responsibilities.

### Teamwork

Works well in a group, listens, is tactful and communicates effectively. As an effective team member, asks relevant questions and engages in robust discussion in order to contribute to Board decision making.

### Emotional intelligence

As well as self-awareness and self-management, a Director must demonstrate an empathy manifested through strong interpersonal skills.

### Willingness to be an active contributor

Demonstrates a genuine interest in CEHL and its purpose and objectives.

### Model professionalism

Act with integrity, honesty, accountability and positivity and demonstrate a commitment to ongoing learning and development.

## Additional Information

Currently, there are ten Board Meetings (after hours), a Strategy Planning Meeting at the beginning of the year and the CEHL AGM. Directors are also expected to attend governance training (when offered), and attend regional forums when possible.

Directors are also expected to contribute to a quarterly Board Committee during business hours.

Directors are required to complete at least 2-3 hours of preparatory reading for each Board and Committee meeting, with an opportunity to clarify or discuss reports prior to the meetings.

## Training and Support

CEHL offers all directors induction, training, mentoring and support to ensure a thorough understanding of CEHL governance, operating environment, operations, strategy and finance.

The CEHL Board Chair also offers support to Directors. One on one mentoring is provided for new directors.

## Duties and Responsibilities

### CEHL directors duties and responsibilities include the following:

1. fulfil their duties as directors under legislation, common law and the Australian Charities & Not for Profits Commission's Governance Standards (as CEHL is a registered charity);
2. act in accordance with CEHL's Constitution, Charters, Code of Conduct, protocols and policies;
3. stay informed about Board and Committee matters, prepare in advance for meetings and review and comment on minutes and reports. Attend Board and Committee meetings and actively contribute during meetings to ensure the Board/Committee effectively fulfils its responsibilities;
4. model CEHL's values, develop a collegial working relationship with fellow CEHL Directors and Executive Management, and ensure that CEHL meets all legal and fiduciary responsibilities as a Registered Affordable Housing Provider operating in Victoria, and Registered Australian Charity (Public Benevolent Institution);
5. actively participate in strategic planning and evaluate strategic opportunities aligned with the current Strategic Plan, as they arise;
6. monitor the organization's performance, with a focus on risk;
7. approve the annual budget, business plan, audit reports and material business decisions;
8. serve as an ambassador for CEHL and positively represent CEHL at industry events or other stakeholder engagements, as required;
9. appoint and oversee the performance of the Managing Director.

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