

CEHL BOARD DIRECTOR POSITION DESCRIPTION

INTRODUCTION

CEHL works in partnership with member co-operatives to deliver the largest co-op housing program in Australia. The CEHL Board seeks people who have the interest, capacity, time and skills to contribute to the governance of the organisation.

CEHL BOARD

The CEHL board has eleven (11) Directors, comprising

- Five (5) Directors elected by shareholder co -ops
- Five (5) Directors appointed for their specific skills, and
- The Managing Director

A skills matrix is reviewed annually to guide the Board's appointment of directors with specific skills to meet strategic opportunities and challenges.

There are five (5) Board Committees:

1. Property (PC)
2. Finance and Risk (FAR)
3. People, Culture and Governance (PCG)
4. Policy Advisory Committee (PAC)
5. Co-op Program Committee (CPC)

ROLE RELATED COMPETENCIES

Knowledge of directors responsibilities	Understanding the role of a board director as well as legal, ethical, fiduciary and financial responsibilities.
Strategic expertise	Ability to contribute to, analyse and review strategy.
Accounting and finance	Ability to read and comprehend company accounts and financial material presented to the Board.
Legal	Understanding compliance with numerous laws and individual Directors legal duties and responsibilities.
Risk management	Experience in understanding and managing risk.
Technical skills	Familiarity with document management, email and electronic calendar applications.

PERSONAL ATTRIBUTES

Integrity	Puts the organisation's interests before 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 a robust discussion to contribute to board decision making.
Emotional intelligence	As well as self-awareness and self-management, a director must demonstrate empathy manifested through strong interpersonal skills.
An active contributor	Demonstrates genuine interest in the organisation and its business.

ADDITIONAL INFORMATION

Each calendar year, there are ten board meetings (after hours either face-to-face or via zoom), strategic meetings at the beginning and middle of the year and the CEHL Annual General Meeting. Directors are expected to attend governance training when offered and attend regional forums when required.

Directors are 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 before 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 Director.