



# BOARD ELECTIONS 2021

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Members of Australian Community Philanthropy Ltd [ABN 11 128 866 419] are advised that the **Annual General Meeting to be held on 24 November 2021** will be an election general meeting in accordance with rule 10.2(a) of the Constitution.

Please note the following information regarding board nomination and election process and timelines.

## VACANCIES

The Board will be seeking to appoint two new directors to fill the following vacancies:

- Director **Matt Jenkins** will retire by rotation at the meeting in accordance with rules 10.2(c) of the Constitution and will not be seeking re-election.
- Director **Georgie McKay**, who serves as ACP Treasurer, has decided to retire from the Board at the 2021 AGM.

## PRIORITY AREAS FOR BOARD RECRUITMENT

The ACP Board aims to maintain a mix of skills, experience and attributes that include

- Strategic capability and leadership (including partnership development)
- Advocacy
- Accounting, finance and audit
- Legal & Regulatory
- Governance and risk management
- Fundraising and donor engagement
- Community and member engagement
- Strategic communications
- Grants, research and evaluation

and has regard to diversity including but not limited to considerations of geography, cultural background, gender, and age.

To complement the strengths and capabilities of the current Directors, the Board will be giving priority in the 2021 recruitment round to candidates with skills and experience in finance, membership services, strategic capability/leadership (particularly partnership funding development), legal/regulatory, and those with a connection outside of Victoria.

People from diverse backgrounds are encouraged to apply.



## EXPRESSIONS OF INTEREST

The Board invites Expressions of Interest from suitably qualified and experienced individuals. Experience as a Community Foundation practitioner is desirable, but not essential.

Additional information for candidates is attached for reference.

Before nominating, we ask that you contact the Board Chair or Secretary for a conversation:

Ben Rodgers  
ACP Chair

e: [brodgers@innernorthfoundation.org.au](mailto:brodgers@innernorthfoundation.org.au)

m: 0415 731 134

Sally Gamble

Company Secretary

e: [sallylgamble@gmail.com](mailto:sallylgamble@gmail.com)

m: 0428 755 138

## SELECTION PROCESS

Candidates will be shortlisted and interviewed in the week after 11 October.

Preferred candidates must provide written Consent to Act as a Director before being proposed for election to the Members of the Company at the AGM.

## HOW TO NOMINATE

To express your interest in being considered for election to the ACP Board, please provide

- a) a short professional CV, and
- b) a cover letter setting out why you are interested in joining the ACP Board, how you match the current key priorities for recruitment, and what your key contribution would be to ACP governance and strategic development

no later than **close of business (5pm AEDT) Monday, 11 October 2021** via email to

[info@australiancommunityphilanthropy.org.au](mailto:info@australiancommunityphilanthropy.org.au)

FURTHER INFORMATION ABOUT ACP: [www.australiancommunityphilanthropy.org.au](http://www.australiancommunityphilanthropy.org.au)



## INFORMATION FOR CANDIDATES INTERESTED TO JOIN THE A.C.P. BOARD

### About Australian Community Philanthropy (ACP)

Australian Community Philanthropy (ACP) is a not-for-profit Company Limited by Guarantee, [ACN 128 866 419].

Incorporated in December 2007, ACP has been endorsed as a Charitable Organisation by the ATO since March 2008 and is registered as a charity with the ACNC. It does not hold DGR endorsement.

ACP is the peak body for Australia's Community Foundations. The Company's purposes are

*"to support and promote community philanthropy and community foundations within Australia by, without limitation:*

- 1. providing information, resources, networking opportunities, training, fellowships and peer support opportunities;*
- 2. creating the optimum operating environment for the growth of community foundations in Australia; and*
- 3. acting as a focus point for consultation between the community foundation movements and external stakeholders such as government, donors and partner organisations."*

[reference: ACP Constitution, Clause 2]

ACP has historically operated with very lean financial and staff resources - annual revenue under \$100,000 and one part-time staff member – until recently. In FY2019-20, ACP secured multi-year capacity building support from several philanthropic funders up to 2024. ACP revenue for the past two financial years was just over \$250,000 p.a.

ACP is now on a strategic growth path to develop its member services, and capacity for sector leadership and advocacy. Current capacity building projects in progress include:

- Rebranding, including new website: the organisation will be re-launched as Community Foundations Australia at the November 2021 AGM
- Externally commissioned Member research, to inform future service development and strategic direction, to be completed before end of 2021
- New online Member Resources Hub, currently in testing phase
- Continuous improvement of back office systems, processes, policies and procedures, governance and risk management
- Work is in progress to resource a national Transfer or Wealth campaign for the community foundation sector.



## The ACP Board

ACP is governed by a volunteer board of up to nine directors, at least five of whom must be either a director and Executive Officer of an Australian community foundation. [*Constitution rule 10.1*]

Service on the Board is honorary and not remunerated. [*Constitution rule 4.2*]

The Board is responsible for governance of the Company, ensuring its sustainability, compliance, and strategic development. Specifically, the Board

- Sets strategic direction for the Company
- Ensures the Company complies with its statutory obligations
- Ensures financial viability
- Approves the annual budget and business plan
- Provides oversight and guidance for the organisation's operations, ensuring that appropriate policies and delegations framework are in place to monitor, mitigate and manage risks
- Is responsible for appointment, performance assessment, and oversight of the Executive Officer.

## Board Meetings

The Board currently meets six times per year between February and December on Thursdays for two hours in the middle of a working day.

As Board members are located throughout Australia, most Board meetings are held by video conference. Once a year, the Board aims to meet face-to-face in a central location for a planning session. Members travelling from interstate to the meeting location will be reimbursed the cost of attendance.

## Committees

There are currently three Committees:

- Membership
- Network Development
- Risk, Capability and Governance.

Each director serves on at least one committee. Committees meet between two and four times a year and like the Board, meet via zoom.

## Expectations of Directors

Board members are expected to be familiar with and meet the general requirements of a company director set out by the [Australian Charities and Not-for-Profit Commission](#) (ACNC).

At a minimum, Directors need to

- meet the requirements for a Responsible Person [[ACNC Governance Standard 4](#)]
- not be disqualified as a Director under the Corporations Act, and



- carry out their duties in line with [ACNC Governance Standard 5](#), which includes
  - acting with reasonable care and diligence
  - maintaining confidentiality of board matters
  - acting honestly and fairly in the best interests of the charity and for its charitable purposes
  - not misusing their position or information gained as a responsible person
  - disclosing actual or potential conflicts of interest
  - ensuring that the financial affairs of the charity are managed responsibly, and
  - not allowing the charity to operate while it is insolvent.

### ACP expectations include that board members

- regularly attend, are fully prepared, and constructively contribute to board meetings, including occasional planning sessions
- participate in committees / working groups as required
- take on a portfolio role as and when required
- attend ACP events whenever possible
- deal with “out of session” issues, by email or tele/video conference, in a timely manner
- represent ACP within the community foundation network and to the broader community
- actively encourage membership of ACP
- maintain membership of ACP whilst serving as a Director.

Last updated: 20 September 2021

[ends]