

YMCA Geelong

Board Recruitment Kit



YMCA

We build strong **PEOPLE**
strong **FAMILIES**
strong **COMMUNITIES**

Introduction



Thank you for your interest in being an honorary board member of YMCA Geelong.

Volunteering has been an integral part of the organisation since its beginning over 150 years ago. Today, volunteers are as important and valued as they were in the early years of the YMCA.

With a commitment to building **Strong People, Strong Families and Strong Communities**, YMCA Geelong offers many opportunities in all areas of our operation to contribute time, talent or treasure. Our programs and services offer so much variety that you'll be able to choose a volunteer role that best suits your skills, interests and availability. The YMCA actively seeks committed, technically skilled and strategically networked board members to ensure good governance.

The Board Recruitment Information Kit will provide you with an overview of YMCA Geelong.

This kit will inform you about your role and responsibilities and process required to become a board member.

We encourage you to read the information provided and hope you take up the rewarding opportunity to become a board member, and make a real and positive difference in your community.

If you would like to become a board member, please complete the Board Expression of Interest Form and forward your resume to shona.eland@ymca.org.au



Board members contribution to providing good governance is imperative for not for profit organisations.



The YMCA movement

The YMCA is a worldwide organisation that serves local communities in 124 countries. There are over 14,000 local YMCAs with more than 45 million members worldwide.

The World Alliance of YMCAs

Based in Geneva, Switzerland – The World Alliance of YMCAs operates in regions. In Australia, we are part of the Asia Pacific Alliance of YMCAs (APAY). YMCA Australia, through its membership of the World Alliance of YMCAs, governs the rights to the use of the YMCA name and trademarks in Australia.

Links:

World Alliance
www.ymca.int

Asia Pacific Alliance of YMCA's
www.asiapacificymca.org

YMCA Australia
www.ymca.org.au

The YMCA in Australia

The YMCA first came to Australia in Adelaide in 1851, only seven years after the first YMCA was established in London in 1844. The YMCA is a community based charity that delivers programs and services to help build strong people, strong families and strong communities from over 500 YMCA centres across Australia. We work in partnership with government, non-profit groups and partners to provide programs and services to more than 500,000 Australians every week in health and wellness, recreation, accommodation, early learning, camping, training, youth and family services.

YMCA Geelong

YMCA Geelong is a community organisation which builds strong people, families and communities. Together with our many partners we provide recreational opportunities for people of all ages and abilities to help them grow in body, mind and spirit. We work in settings including Camping and Accommodation, Gymnastics, Stadium Sports, Health and Fitness, and Vacation Care.

YMCA Geelong Youth Services, a subcommittee of YMCA Geelong Inc. seeks to improve people's health and happiness, by enabling people of all ages and abilities to become active and involved in their local community. Through the work of the YMCA Geelong Youth Services we seek to overcome health inequalities experienced by people and families within our community.

The YMCA of Geelong Inc. operates throughout the municipalities of Greater Geelong and the Borough of Queenscliff and is looking to extend its array of services into the greater Barwon region. We work in collaboration with other independent YMCA Associations under license on a number of projects.

We employ more than 100 people and have more than 50 volunteers.

Mission

YMCA Geelong works from a base of Christian values, to provide opportunities for all people to grow in body, mind and spirit.

Values

We look to our values – caring, honesty, respect and responsibility to guide all that we do.

Governance of YMCA Geelong



Governance of the YMCA of Geelong rests with the Board of Directors. One entity, The YMCA of Geelong Inc holds responsibility for the affairs of YMCA Geelong. Within the entity a sub-committee YMCA of Geelong and District Youth Services has been granted Tax concessions for the benevolent and charitable work it carries out under this sub-committee. The subcommittee also holds DGR status.



Expectations of YMCA Boards

- Enhance the public image of the YMCA
- Fundraising
- Utilise the networks and experience of Board members in growing the Movement
- Contribute to the development of the wider YMCA Movement
- Futuristic thinking
- Preparation for meetings
- Attendance
- Collaborative, inclusive discussions.

The Board's Role

- Accountable for exercising the authority given to it through its Constitution and the law of the land
- Sees its role as one of governance:
 - Holds its Chief Executive accountable for the management of all delegated responsibilities.
 - Ensures policy appropriately reflects the organisational aspirations
 - Offers leadership in strategy achievement
 - Ensures the board is accountable to the membership
- Responsible for ensuring regular board development; and discipline around its own performance and processes
- Sets the board's work plan and agenda for the year
- Establishes the extent of its authority in establishing programs, budgets, administering finances and otherwise managing the organisation according to sound practice
- Exercises due diligence, fiduciary and risk management responsibility and ensures that these risks are identified and managed.





Each week we positively impact the lives of more than 300,000 people, at 149 different locations across the state through our programs and services.

Role of a board member

- Serve with honesty, caring, respect, responsibility and responsiveness
- Observe board solidarity about decisions reached and authority to act
- Endeavour to attend all board and committee meetings
- Have knowledge of the organisation's mission, policies and services
- Have read the agenda and supporting materials prior to board and committee meetings
- Systematically consider information that evaluates the organisation's performance
- Participate on committees and offer to take on special tasks
- Cannot speak on behalf of the Board unless authorised by the Board to do so
- Inform others about the organisation
- Suggest potential board members
- Adhere to and maintain the Board's policies
- Keep up to date on developments in the organisations area of service
- Attend a reasonable number of organisational and staff events, when considered appropriate by the Board.

Board Governance Policy Review

It is the Board's responsibility to review, and if necessary change, governance policies annually.

Board Member recruitment, appointment and development

- The board conducts a regular audit of its members in order to identify the skills the Board requires in new members to enable it to govern well
- All board members are responsible for identifying prospective board members; recommending them for consideration to the nominations committee
- From time to time the Board may approve when a prospective board member should be considered and recruited, in light of board composition and skills needed
- It is the responsibility of the Board to ensure there is an orientation program for new board members
- It is the responsibility of the Board to ensure an annual evaluation and development plan for the Board, from time to time informal evaluations may be carried out
- The Board includes the cost of these ongoing developments in its annual budget.



How to become a board member



Becoming a board member involves seeking membership of the Incorporated Association and subsequently nominating to be elected as a Committee Member at the next Annual General Meeting.

The expectations of a Board Member include active participation in monthly board meetings (alternatively reflective and strategic) at present on the 3rd Tuesday of each month from 5.35pm to 7.30pm (The Young Men's Christian Association of Geelong Inc) at our Newtown Offices. Additional opportunities to stand for election as Chair, Deputy Chair, and Treasurer or participate actively in sub-committees may be available.

Board of Directors Expression of Interest Form

Complete the attached Expression of Interest Form for consideration against the selection criteria outlined on the form. The Nominations Committee will assess the application and if successful the Board will invite the candidate to formally nominate for a position at the Annual General Meeting. The process is outlined below.

1. To become a Member of the relevant Association your membership application must be approved by the Board.
2. To nominate for election as a board member you must be a non staff member of the relevant Association.
3. To nominate for a position on the Board, applications must be made in writing signed by the applicant and two current members of the Association and approved by the Nominations Committee.
4. Nominations must be delivered to the Secretary no less than seven days prior to the Annual General Meeting.
5. If the number of nominations received exceeds the number of vacancies to be filled a ballot must be held.



It is our commitment that every day we help people and families become stronger, physically, emotionally and spiritually through a diverse range of programs and services.



Important information about YMCA Boards

Board Terms

Each committee member of the YMCA Board shall hold office for three years and until the conclusion of the Annual General Meeting next after the date of his or her term but is eligible for re-election. Committee members cannot sit on the Committee for more than three consecutive three year terms.

Director Disclosure Form & Consent to become a Director

All candidates successfully nominated to a YMCA Board are required to complete a Director Disclosure Form and have a legal requirement to complete Consent to Act as a Director. Board members are required to comply with the regulatory requirements associated with the relevant entity (i.e. Incorporated Associations Act or Company Act).

Confidentiality

A board member must comply with the following standards of conduct;

- The member should not make improper use of information acquired as a director
- Confidential information received by the member in the course of the exercise of directorial duties remains the property of the Incorporated Association from which it was obtained and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by that Incorporated Association; or the person from whom the information is provided, or is required by law.

Criminal History Record Checks

A Criminal History Record Check is a condition of becoming a board member with the YMCA. It is undertaken to assess your suitability as a volunteer, and to minimise possible risks arising from engaging volunteers in providing community services. Please note that in accordance with equal opportunity legislation you will not be automatically excluded from a position on the basis of having a criminal record. The cost of a Check will be covered by YMCA Geelong.

Working with Children Checks

A Working with Children Check may also be required as a condition of becoming a volunteer with YMCA Geelong. This is dependent on the nature of your role and the level of supervision provided.

Occupational Health & Safety

YMCA Geelong recognises its legal and moral responsibilities to prevent work related injury and illness. The YMCA fully supports and is committed to protecting the health and safety of employees, customers, contractors, volunteers and other personnel who are involved in the activities of the YMCA.

Discrimination and Equal Opportunity

YMCA Geelong is an equal opportunity employer. All staff, including volunteers, are entitled to equal treatment regardless of any personal characteristic.

Bullying

The YMCA is committed to providing our staff and volunteers with a healthy and safe work environment that is free from bullying. Workplace bullying has a serious impact on the careers, health, safety and well-being of individuals. All YMCA staff and volunteers must behave in a professional manner and treat each other with dignity and respect when they are at work.

Grievances

YMCA Geelong has a Dispute and Mediation Procedure in place to ensure that YMCA members, staff, volunteers and board members have the right to fair, equitable and timely action in order to resolve grievances or complaints arising from their involvement with the Association.

Insurance

Directors will be covered by the Insurance Policies of YMCA Geelong subject to the advice of under writers.

- Directors and Officers Insurance
- Public Liability (third party personal injury and property damage)
- Personal Accident (accidental injury, disability or death occurring while performing voluntary duties).





For more information contact

Shona Eland
Manager – Governance Secretariat
YMCA Victoria
582 Heidelberg Road, Fairfield 3078
Ph: 9403 5055
E: shona.eland@ymca.org.au
www.victoria.ymca.org.au



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