



Position Description – Director (Voluntary)

Mumbulla Foundation is seeking to recruit and appoint suitably qualified persons to at least two Board vacancies.

We are seeking motivated people with a range of skills, experience and strengths including an understanding of philanthropy, governance and grant making, and a strong connection and commitment to the Bega Valley.

Background

Mumbulla Foundation is an independent entity based in the Bega Valley and is one of over 40 community foundations across Australia. It was established in 2000 in response to a growing need for a sustainable source of funds for community projects. (For further information please visit www.mumbulla.org.au)

Mumbulla Foundation manages philanthropic and public funds for projects to improve people's quality of life and make a positive and sustainable impact across the entire Bega Valley community. Mumbulla Foundation enjoys and maintains a strong relationship with Bega Valley Shire Council.

To fulfill this vision the Foundation:

- makes contributions to local not-for-profit organisations
- connects donors to Mumbulla Foundation
- builds partnerships to expand community leadership across the region
- works to increase participation in philanthropic activities

Context

The purpose of Mumbulla Foundation is to support the communities across the Bega Valley Shire region. Since inception, Mumbulla Foundation has distributed grants of over \$1.5 million solely within the Bega Valley region in support of:

- Education and development
- Performing arts
- Energy innovation
- Well-being of youth and older people
- Environmental causes
- Disability support and engagement
- Emergency services (such as RFS)
- Support organisations (such as Surf Life Savers and Marine Rescue)
- Community organisations
- And more....

Mumbulla Foundation maintains a flexible structure to be able to effectively respond as local needs change. It is anticipated that as the Foundation grows its strategic focus will expand to respond to broader social, economic, cultural, and environmental issues prevalent across the Bega Valley.

The Mumbulla Foundation PO Bx 629 Bega NSW 2550

ABN 75 094 731 601

Mumbulla Foundation recognises the First Nations peoples as the first people and Custodians of Country. We acknowledge the Traditional Custodians of the lands on which Mumbulla Foundation operates, the people of the Yuin Nation, and pay our respects to Elders past, present and emerging.



Mumbulla Foundation Structure

Mumbulla Foundation Ltd is a company limited by guarantee and is trustee to a charitable trust. Mumbulla Foundation and The Trust are each registered as charities with the Australian Charities and Not-For-Profit Commission (ACNC). The Deductible Gift Recipient (DGR) status of the Trust Fund means that the majority of Directors must satisfy the Australian Tax Office definition of “responsible persons”.

Board Composition

Mumbulla Foundation has a skills-based board of up to seven Directors. Directorships are voluntary and no payment is associated with the role. A review of current Director skills identified the need to recruit up to two new Directors with a mix of the following skills and attributes:

- Significant experience and qualifications in accounting and/or legal
- Experience in philanthropy
- Experience and skills in risk management
- Strong attachment to the Bega Valley
- Strong relationship development skills

Under a Memorandum of Understanding with Bega Valley Shire Council (a major contributor to Mumbulla Foundation), one of the elected Councillors joins our meetings as a non-voting representative of Council.

To ensure governance is broadly representative of the community, the Board is keen to receive applications from people from diverse backgrounds.

Board Duties and Responsibilities

Board meetings are held 11 times a year, usually on the fourth Monday of each month except for January, and usually commencing at 1 pm at the University of Wollongong Campus in Bega, or via Zoom Meetings during the COVID pandemic. Meeting times can be varied to suit Directors’ needs. Directors are required to attend at least 75% of board meetings and are expected to commit time each month outside Board Meetings to support to Mumbulla Foundation activities, both internally and externally.

The key responsibilities of the Board include:

- Set strategies, plans and policies for the Foundation reflecting its purposes
- Approve operating budgets and sources of funding
- Implement, monitor, and review systems of risk management and ethical and legal compliance
- Consider the social, environmental, and ethical impact of the Foundation’s activities and monitor compliance with adopted policies
- Monitor and review the performance of the board
- Ensure the Foundation is accountable to its stakeholders
- Monitor and review processes to ensure the integrity of financial and other reporting

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- Effectively manage conflict of interest and ensure confidentiality is maintained
- Actively contribute to building the Foundation profile and growing the donor base.

Directors are required to act in a lawful manner and understand the legal framework in which the Foundation operates.

Desirable Mix of Skills and Attributes

- Demonstrated strengths and skills in philanthropy, grant making and funds development
- Demonstrated strengths and skills in either accounting and finance, and/or legal and governance, and/or risk management
- Strong connection to Bega Valley community
- Commitment to social justice
- Capacity and willingness to facilitate support from business and the community
- Willingness to commit reasonable time per month to Foundation activities, outside monthly Board meetings.

For Applications & Enquiries please direct queries to the Chair, Michael Pryke on 0401988276.

To express interest in the role, please submit written applications that include:

A brief cover letter (max. 2 pages) and response to the priority skills and attributes

A brief current resume (max. 2 pages)

Confidential applications should be sent by email to themumbullafoundation@gmail.com.

For further information about the Foundation refer to www.mumbulla.org.au

Applications close at 6pm on Friday 5th November 2021.