

**Ballarat & Grampians Community Legal Service**

**Committee of Management Expression of Interest 2020**

**Personal Details**

|  |  |
| --- | --- |
| First Name: |  |
| Last Name: |  |
| Preferred Name:  *(if different from above)* |  |
| Date of Birth: |  |
| Residential Address: |  |
| Postal Address:  *( if different from above)* |  |
| Email Address: |  |
| Primary telephone: |  |

***To support your application please provide a brief response to the following questions.***

|  |  |
| --- | --- |
| Why are you interested in becoming a Committee of Management member with our organisation? |  |
| Please outline attributes you possess that make you well suited to be considered as a Committee of Management Member |  |
| How will you use your networks to engage stakeholders to support and achieve our vision? |  |
| What is your understanding of social justice and the role Community Legal Centres play? |  |

***Qualifications and Skills***

|  |  |
| --- | --- |
| Have you had previous experience as a Committee of Management or Board member?  Please list: | Yes 🞎 No 🞎 |
| ***Please indicate your level of experience in the following field:*** | |
| Policy development |  |
| Risk and compliance, particularly identifying key risks and knowledge of monitoring and compliance |  |
| Public Relations and Marketing and stakeholder engagement |  |
| Grant applications and fundraising |  |
| Leadership, including the ability to represent an organisation, set appropriate board and organisational culture, make and take responsibility for decisions |  |
| Strategic thinking, including identifying and critically assessing strategic opportunities and developing strategies. |  |
| Financial performance, including qualifications and experience in accounting and/or finance management with the ability to:   * Analyse financial statements * Assess financial viability and performance * Financial planning and budgeting * Efficiency in use of rescores * Ability to understand funding arrangements and accountability   *\*Mandatory for Treasurer role* |  |
| Legal qualifications and skills  *(if applicable)* |  |
| Other skills, please provide details |  |

**Consent and Declaration**

|  |  |
| --- | --- |
| I declare that the information I have submitted in this application is true and correct at the time of submission | Yes 🞎 No 🞎 |
| I understand the duties and responsibilities of being a Committee of Management Member | Yes 🞎 No 🞎 |
| I have attached a copy of my Resume and consent to my referees being contacted | Yes 🞎 No 🞎 |
| As a Committee of Management Member I agree to:   * Act in good faith and for proper purpose * Act with reasonable care, skill and diligence * Not misuse information or position * Disclose and manage conflicts of interest * Understand the consequences of any such breaches of duties * Act in the best interests of the organisation | Yes 🞎 No 🞎  Yes 🞎 No 🞎  Yes 🞎 No 🞎  Yes 🞎 No 🞎  Yes 🞎 No 🞎  Yes 🞎 No 🞎 |
| I have not been:   * Convicted or found guilty of any criminal offence involving fraud, dishonesty and/or theft in Australia or overseas * Been insolvent or filed for bankruptcy | Yes 🞎 No 🞎  Yes 🞎 No 🞎 |
| I am a member of BGCLS or enclose my application form. | Yes 🞎 No 🞎 |
| I am willing to undergo a Police Check or can provide a current one: | Yes 🞎 No 🞎 |

|  |  |
| --- | --- |
| Full Name: |  |
| Signature: |  |
| Date: |  |

***Administration Use Only***

|  |  |
| --- | --- |
| Date received: |  |
| Member: | Yes 🞎 No 🞎 |
| Confidentiality Agreement signed: | Yes 🞎 No 🞎 |
| Code of Conduct signed: | Yes 🞎 No 🞎 |
| Police Check on file: | Yes 🞎 No 🞎 |
| Resume on file: | Yes 🞎 No 🞎 |
| Induction Kit provided: | Yes 🞎 No 🞎 |