

Our Vision	Striving for an informed community with access to justice through the law
Our Purpose	Providing high quality professional legal services, education, support, and advocacy to promote inclusion and enhance collaboration
Our Values	respect, inclusivity, confidentiality, accountability and collaboration

BGCLS Acknowledges the Traditional Owners of the region we service, their diversity, histories, knowledge and their continuing connections to land, water, and community. We pay our respects to all Aboriginal and Torres Strait Islander Peoples, their Elders past, present and emerging.

Organisational Snapshot (Latest Annual Report <https://bgclsannualreport21-22.weebly.com>)

Ballarat & Grampians Community Legal Service (BGCLS) is a not-for-profit organisation providing free legal services to vulnerable and disadvantaged people in our community. BGCLS also provides, community legal education to community groups, schools and neighbourhood houses in the Central Highlands and Wimmera regions of Victoria.

BGCLS assists not only with individual legal matters, but also more broadly in community development, community legal education, capacity building and law and policy reform projects based on the needs of our community.

We actively work in partnership wherever possible, with government, Victoria Legal Aid and other publicly funded legal assistance service providers, pro bono contributors, the private legal profession, community services agencies and other community partners to ensure the best outcomes for their clients and community.

Service reach Local Government Areas of Ararat Rural City, City of Ballarat, Golden Plains Shire, Hepburn Shire, Hindmarsh Shire, Horsham Rural City, Moorabool Shire, Northern Grampians Council, Pyrenees Shire, West Wimmera Shire & Yarriambiack Council.

Turnover \$1, 332,606 (2021/2)

Staffing 15 (12.8 EFT) and 8 Volunteer Lawyers

Role of the Board

The Board oversees the performance of BGCLS and is held to be ultimately responsible for all aspects of the organisation's activities. This includes, among other things:

- setting the vision, strategy, and direction of the organisation
- having ultimate accountability for the delivery of services
- overall oversight of organisational performance
- ensuring the ongoing financial viability of the organisation
- employing, developing, and monitoring the performance of the Executive Officer and Principal Lawyer

The functions of the Board are varied and cover accountability to stakeholders both internally and externally, now and into the longer term.

Collectively, the Members of the Board are responsible for creating a governance environment that acts in the best interests of the BGCLS and drives performance and achievement of mission.

Role of Board Members

BGCLS is an Incorporated Association and Board Members are elected by the Members of the Association at the Annual General Meeting. As a skills-based board, Board Members are recruited for the skills, experience, and competencies that they have developed from their personal and professional activities, and which they will continue to develop while on the board.

Board Members are expected to:

- Commit to the delivery of safe, high-quality services – a genuine interest in the fundamental purpose of the organisation and its role in the legal and community service system
- Use and interpret complex information – understanding the need for information on which to base decisions
- Have integrity and be accountable – dedication to fulfilling a Board Member's duties and responsibilities, putting the organisation's interests before personal interests and acting ethically
- Provide constructive challenge and oversight - the curiosity to ask questions and the courage to persist in asking, and to challenge fellow Board Members and BGCLS leadership where necessary

Expectations of Board Members

- Be aware of applicable legislation and regulations.
- Commit the necessary time to fully exercise the duties required of the position (approximately 6 hours per month is needed to prepare for and attend board and working party meetings).
- Attend and contribute to monthly board meeting. The expectation is that participation will be face to face for a minimum of six meetings per year. Hybrid capability is available for all board meetings. Currently Board meetings are on the 3rd Tuesday of the
- Participate in at least one formal committee and other ad hoc working groups. **Please note** that due to Board renewal the exact nature of these working groups and committees has not yet been finalised.
- Review agenda items, board papers and meeting minutes.
- Participate in other processes as required (e.g. strategic planning & Board review/development)
- Attend events where BGCLS requires representation.
- Develop a full understanding of the organisation's finances, risks, scope of service, strategic context, and legal framework.
- Adhere to the applicable obligations and duties set out in relevant organisational policies.
- Undertake any training and development required to fully discharge their responsibilities.

Board Meetings held 3rd Tuesday of the month from 5.15pm. This may be open to change based on the requirements of Board members.

Checks All Board Members are expected to complete probity checks including:

- Current Working with Children Check (WWCC)
- Police Check (to be completed as part of board recruitment process)
- ASIC / ACNC (completed by BGCLS)

Key Selection Criteria

All applicants are required to demonstrate a basic knowledge or the ability to acquire an understanding of the following concepts that will equip them to perform the role of a Board Member, and which will be developed further through ongoing support from the Board if appointed:

1. **Governance** – the role of the Board, its relationship to management and the accountability mechanisms for the legal services.
2. **Financial literacy** – the ability to understand and interpret financial reports, in particular the audited financial statement in the organisation's Annual Report, to determine the financial health of the organisation.
3. **Legal literacy** – the ability to understanding the legal / regulatory framework within which BGCLS operates.

Specialist Skills

The Board is seeking skills and experience in **Human Resources / People & Culture** to oversee the organisation's performance and behaviour in line with strategy and expectations of our stakeholders.