



Ballarat & Grampians Community Legal Service Inc

Role: General Board Member

Type: Not-for-Profit

Main Office Location: City of Ballarat

Local Government Areas covered by the organisation:

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.

Annual Budget: \$1K-1.5K

Number of paid staff: 14

Number of Volunteers: 8

Board Meeting frequency: Monthly

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

Board Meeting mode: Board meetings are required at a minimum of once per month and can be held in person or remotely dependant on the requirements of Board members.

Areas of expertise being sought Governance, Human Resources, Legal Services, Strategy, Succession Planning, Business Development & Funding, Public Relations, Policy, Risk Management, Accounting & Financial Management, Social Services & Community Development.

BGCLS is committed to ensuring the diversity of our Board represents the diversity of our communities. People of all genders, all ages, LGBTQIA+, Indigenous people, people with disabilities, and people from culturally and linguistically diverse backgrounds are encouraged to apply.

About Ballarat & Grampians Community Legal Service Inc

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.

Ballarat & Grampians Community Legal Service ABN 64 680 414 789
5 Chancery Lane, Ballarat Vic 3350 • PO Box 547 Ballarat Vic 3353
T 03 5331 5999 • F 03 5331 8239 • E: reception@bgcls.org.au • www.bgcls.org.au





BGCLS is ran by a Board that is made up of community members appointed or elected in accordance with our Rules of Incorporation. The Board sets the strategic goals for the organisation and makes decisions to assist in BGCLS fulfilling and exceeding its goals. The Board is also responsible for reporting to governing bodies about the organisation's activities.

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

Integrity, respect, inclusivity, confidentiality, accountability & collaboration.

An exciting opportunity awaits:

- BGCLS is entering into a new phase of growth and change as we respond to the changing needs of our community; and
- We are seeking people with broad life experience who are passionate and committed individuals from a wide range of backgrounds to make a significant contribution to the future direction, planning and achievements of the organisation.

The expectations:

- We are looking for the right people with passion, vision and the ability to get involved;
- A commitment of at least two years is required;
- Demonstrated knowledge or the willingness to learn and understanding of current best practice in governance, compliance in the not-for-profit sector, policy and strategic planning, strong communication skills; and a
- Genuine team approach is required

As a Board member you will have legal duties that you must understand and comply with. These are:

- Duty to act in good faith and for proper purposes
- Duty to act with reasonable care, skill and diligence
- Duty not to dishonestly use position or information
- Duty to avoid conflicts of interest



Application Process

As a Board member you will be required to be a member of the organisation as set out by the Rules of Incorporation.

Once you are an approved member of the organisation you can complete and submit:

- Resume & Cover Letter
- Application for BGCLS Board

Applications should be submitted to:

The Secretary,

C/O bgclssecretary@bgcls.org.au

or by post at

PO Box 547

Ballarat Vic 3350

Expressions of Interest should be marked "confidential"

www.bgcls.org.au

Ballarat & Grampians Community Legal Service ABN 64 680 414 789

5 Chancery Lane, Ballarat Vic 3350 • PO Box 547 Ballarat Vic 3353

T 03 5331 5999 • F 03 5331 8239 • E: reception@bgcls.org.au • www.bgcls.org.au

