



Position Description

Daylesford Dharma School Inc. Board of Governance

Position Title:	Board Member, Daylesford Dharma School Inc.
Location & Remuneration:	This is a voluntary role with very limited reimbursement of expenses. Daylesford Dharma School is located in Daylesford, Central Victoria. Events, meetings and activities generally take place in Daylesford.
Start Date:	August/Sept. 2017

Daylesford Dharma School (DDS) is a not-for-profit incorporated association with tax concession charity status governed by a Board of Governors comprising between six and nine Board Members. It is an independent fee paying school that provides grades pre-school through to year six with the Victorian school curriculum. Being the first school of its type in the southern hemisphere, and one of only four in the world, it integrates Buddhist Philosophical approach and practice with school life and the educational curriculum.

Students and their families live in the Daylesford region and surrounds up to a 40 km radius. Currently there are fifty-four students attending DDS, seven teachers, two part time administrative staff and the school Principal. The stakeholders of the school consist of the parents of students and their families, the Buddhist community, and the wider Daylesford community.

DDS is now entering a new phase of its development. In November, 2015, DDS purchased land within Daylesford, to which the school will relocate at a future date, departing its current rented location. DDS is planning to build the infrastructure and various buildings on the new site as funds are available. As part of the strategic plan, DDS will start adding secondary school year levels starting with year seven and grow the secondary school incrementally. This is expected to occur with the next four years.

Key Values

The School has determined that its key values are:

- the practice of non-harm
- the path of wisdom and compassion
- community in sustainable co-existence
- the view of interdependence
- the development of intelligence informed by universal responsibility.



Ethos

The School's ethos can best be summarised as being a school community abiding in the view of compassion and universal responsibility.

Roles & Responsibilities of Board Members

The first and primary role of the Board is to ensure that the School's fundamental principles embodied in its Key Values and Ethos are implemented.

The Board is responsible for and should determine all matters relating to policy and practice. It has overall responsibility to ensure that the School is well-managed and that its operations are successful. It must do all things necessary to ensure that the School meets its objectives as set out in the School's Founding Document and ensure overall sound strategic, operational and financial governance.

Board Meetings

The Board meets monthly on the third Monday each month. Board hold special meetings, for strategic planning and other extraordinary meetings as required. Board Members are expected attend all Board meetings where possible. There is frequent and ongoing out of sessions communication required between Board Members and the Principal at this stage of the School's development.

Expectation of Board Members

- Actively participate in, Board meetings and events, including the AGM;
- Commit a minimum fifteen hours per month to DDS - including Board preparation, Board meetings, Sub-Committees, Working Parties and other time as required.
- Be prepared to commit to the ethos of DDS Inc. and support its underlying mission and values;
- A willingness to invest in developing his/her own personal and professional development.

The Daylesford Dharma School is at a challenging stage of its development and additional input from Board Members is required from time to time. A Strategic Plan is under development that sets the future direction for the organisation and sees DDS develop as a centre for learning based on Buddhist philosophies and principles.

The Board has three Sub-Committees and a number of Working Parties. Board Members are asked to nominate to participate in one or more of each.



Specific Skills Sets Sought

Or one or more of the following:

- . Primary or secondary education
- . Fundraising and income generation
- . Human Resources
- . Media and Communications

Further Information

See the DDS Website at: <http://www.dharmaschool.com.au/>

Who should Apply

DDS is seeking applications from suitably qualified and passionate individuals to fill 'Ordinary member' positions and potentially 'Office Bearer' positions in the future.

How to apply

Complete the Expression of Interest Form and provide a resume or CV detailing your experience and qualifications, skills and attributes, and why you are interested in becoming the DDS Inc. Board Member, Legal & Governance, together with contact details for three referees are to be received by **Thursday 5 pm on 31 August 2017 and will be treated in the strictest confidence.**

Applications can be submitted by mail Attention:

Di Percy, Chair, Daylesford Dharma School Inc. 11 Perrins Street, Daylesford VIC 3460 or email secretary@dharmaschool.com.au