



Position Description

Daylesford Dharma School Inc. Board of Governance

Position Title:	Board Member, Legal & Governance , Daylesford Dharma School Inc.
Location & Remuneration:	This is a voluntary role. Daylesford Dharma School is located in Daylesford, Central Victoria. Events, meetings and activities generally take place within Daylesford. Some virtual meetings are held.
Start Date:	August/September 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.

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. The Board Member, Legal & Governance is expected attend all Board meetings. There is frequent and ongoing out of sessions communication required between Board Members and the Principal at this stage of the School's development.

Roles & Responsibilities of the Board Member, Legal & Governance

The Board Member, Legal & Governance is an office holder of the DDS Incorporated Association as Board Secretary and is subject to election at the Annual General Meeting in accordance with the Associations Incorporation Reform Regulations 2012 ('the Act'). The specific responsibilities of the Board Member, Legal & Governance (in addition to those of being a normal Board Member) include:

1. In consultation with the Chair, prepare the Agenda for the Board meetings and coordinate Board Reports Papers. Issue advice of Board meetings all Board Members, the Principal and other Invitees.
2. Prepare minutes (including action items) of the Board Meetings, and distribute them to Board Members and the Principal.
3. Coordinate the conduct of the Annual General Meeting in accordance with the requirements of the Associations Incorporation Reform Regulations 2012 ('the Act') and Associations Incorporation Reform Regulations 2012.
4. Maintain copies of most formal contractual agreements to which DDS is a party. The Board Member, Legal & Governance is generally is required to be a signatory to such agreements.
5. Maintain the register of DDS Members and other files for Board Members.
6. Manage the Board's on-line portal and Board Secretary communications with key stakeholders.¹

¹ The Board Portal is a cloud based board information facility. All Board records, agenda, minutes and key documents are stored on the Board Portal (via Google Drive). There is also a Board Secretary email which is a channel for communication with key stakeholders.



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 the overall sound strategic, operational and financial governance of the School.

Expectation of Board Members

- Actively participate in, Board meetings and events, including the AGM;
- Commit a minimum twenty 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 for the Board Member, Legal & Governance

- Tertiary Qualifications in a relevant discipline.
- Experience as a Company Secretary or similar role preferably in a NFP environment.
- Corporate governance and compliance experience.
- Knowledge of Associations Incorporation Reform Regulations 2012 ('the Act'), Associations Incorporation Reform Regulations 2012 and other relevant legislation.
- Risk Management experience.
- Empathy with the DDS underlying Buddhist Philosophy.
- Capacity to work as a member of a team.



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 'Board Member, Legal & Governance positions and potentially other 'Office Bearer' positions in the future.

This role may suit a retired or semi-retired corporate governance executive/manager, company secretary, legal practitioner or accountant. Someone willing to donate their professional skills to a visionary community activity. Applicants from the local region are encouraged or those prepared to travel regularly.

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