

Muswellbrook & District Workers Club Ltd

Position Vacant: Director

The Muswellbrook & District Workers Club Ltd is seeking suitably qualified candidates to fill two casual vacancies on its Board of Directors.

Board Members are required to:

- be someone who is aged 18 years or older
- be a current member of Muswellbrook & District Workers Club Ltd and have been so for two consecutive years
- put the interests of the Muswellbrook & District Workers Club Ltd at the foremost in their deliberations as Board members
- use reasonable care, skill and diligence in the performance of their duties
- be honest, act in good faith and do not use their role or information obtained as a Board member dishonestly
- be aware of their responsibilities under the relevant legislation and case law
- disclose any potential conflict of interest by acknowledging likely conflicts (in writing) and withdrawing from any related discussion or decisions, (and ensuring these steps are noted in the minutes of the meeting)
- refrain from gaining personally from being a Board member
- refrain from divulging any confidential information outside of the appropriate forum
- be supportive of the organisation in the eyes of the public
- regularly attend the organisation's events and functions and represent the organisation at outside functions.
- Undertake required training
- Attend ordinary 12 Board meeting a year, any required special Board meeting, one Annual General Meeting and any Special General Meeting that be called.

Board Members should carry out the following Governance duties

- Understand how the Muswellbrook & District Workers Club Ltd works, including the organisation's services, their programs and their staff
- Keep up to date by reading the minutes, reports and any other necessary meeting papers
- Regularly attend Board meetings
- Be familiar with the organisation's constitution, including the specific roles and responsibilities of the Board outlined within it
- Approve relevant documents, including documents related to the organisation's finances;

- Manage the organisation's risk (i.e. minimise the impact of potential barriers preventing the organisation from achieving its objectives efficiently and effectively)
- Establish management delegations
- Be active in planning for the future direction of the organisation
- Take responsibility for particular areas of work, perhaps through involvement in sub-committees
- Try to be as active as possible in Board decision making
- Comply with any additional duties set out in the Club's constitution.

Desired Skills

- Strategic Expertise – The ability to guide and review strategy through constructive questioning and suggestion
- Accounting and Finance – The ability to read the Muswellbrook & District Workers Club Ltd's account, financial material presented to the Board and be able to understand the Board's financial drivers and business models.
- Legal – The Board members must be able to understand and oversee the Muswellbrook & District Workers Club Ltd compliance with various relevant laws.
- Managing and people and implementing change
- Have Industry Knowledge
- Have previous experience in a similar role, industry or similar organisation/s
- Have passion for the Muswellbrook & District Workers Club Ltd

To Apply

Please send your resume and cover letter to

Attention: The Company Secretary
Muswellbrook & District Workers Club Ltd
PO Box 129
Muswellbrook NSW 2333

or email your documents to

scott@muswellbrookworkers.com.au

You may also hand deliver your documents to the Muswellbrook & District Workers Club Ltd in a sealed envelope marked private and confidential.

Applications will be accepted up until 5.00pm on Tuesday 19th Dec. ember 2017