

## **ROLE DESCRIPTION Board of Directors – JOY Melbourne Inc.**



Composition of board:	the Board shall consist of between 6 and 9 people (who have been a member of JOY for 6 or more months prior to the AGM)
Status	volunteer
Direct reports:	Chief Executive Officer Executive Assistant (reports to Secretary)
Board committees:	Finance & Audit, Programming, Funding, Innovation & Risk; and other board committees as needed
Term:	up to 3 years
Expectations of volunteer hours	10-40 hours per month (flexible depending upon role), with minimum 3-4 hour meeting per month (in person or remotely upon agreement) plus various email and/or phone correspondence
Location	225 Bourke Street Melbourne (or remotely by arrangement)
Training provided	JOY induction

JOY 94.9 is a high profile community radio station in Melbourne. Our purpose is to provide for freedom of expression, the breaking down of isolation and the celebration of the culture, achievements and pride of the diverse gay and lesbian communities. We are looking for an enthusiastic and responsible person to join our team of volunteers on the JOY board and work with an organisation that is truly unique in the Australia media landscape. The position is best suited to a person with governance experience, or an interest in governance, and a demonstrated commitment to our purpose. Skills in strategy, community, media, business, financial, human resources, legal, marketing or systems are valued. We are committed to diversity and encourage applications from across diverse sexualities, genders, backgrounds, ages and abilities.

The operation of the board is subject to the Rules of JOY Melbourne Inc (the constitution), the current Associations Incorporation Act (the act) and is consistent with the purpose for which JOY is established. To be a board member you must have been a JOY member for six or more current and continuous months (per Rules 2.1, 24.3 and 25.2 copy available on JOY website)

### **Position overview - the purpose of the position is:**

To work as a volunteer member of the JOY board to provide governance by setting priorities and strategies, developing financial and business plans, and overseeing effective systems and performance management, to achieve the JOY purpose, subject to ethical and due diligence, the constitution, the act and the law.

In carrying out its responsibilities and exercising its powers, the board at all times recognise the overriding responsibility to act honestly, fairly, diligently and in accordance with the law in serving the interests of the stakeholders of JOY, and works to promote and maintain an environment within JOY that establishes these principles as basic guidelines for all of its employees, representatives and volunteers.



## **Key Responsibilities**

### ***all directors***

- adopt and follow the JOY board charter, including the purpose, functions, and powers
- represent the members of JOY (as the elected body)
- contribute to the policy and strategic direction for JOY
- provide leadership to the general manager - reviewing their performance
- provide oversight and governance to management of station to maintain a professional image and ensure adherence to the constitution, policy, procedures, statutory requirements and guidelines
- chair and/or be a member of relevant board committees and working groups and ensure that minutes of proceedings are kept
- oversee effective flows of communication to the members of JOY
- co-sign cheques or electronic payments issued for payment of invoices etc (only where nominated)
- attend relevant community functions as an official representative of JOY (only where nominated)
- give media interviews in response to requests from external media (only where nominated)
- (if the president and the vice-president are absent or unable to preside at a general meeting) the eligible board members present must select one of their number to preside as chairperson

### ***president***

- provide leadership and direction to the JOY board
- be Chairperson of the Board and preside over meetings of the Board and general meetings of members
- lead and manage the board in the discharge of its duties
- give media interviews in response to requests from external media
- give the president's report at the annual general meeting.

### ***vice president***

- (in the absence of president) to provide leadership and direction to the JOY board
- be Vice-Chairperson of the Board and, in the absence of the President, preside over meetings of the Board and general meetings of members.

### ***chair of finance & audit committee (treasurer)***

- chair the finance & audit committee
- provide guidance and direction in regard to financial management of JOY
- oversee the operational budget managed by general manager
- confirm the financial accounts for JOY
- give the financial report at annual general meeting.

### ***secretary***

- act as the secretary for JOY to ensure compliance and reporting in accordance with the act
- monitor that Board policy and procedures are followed
- coordinate the completion and dispatch of board agendas and briefing papers and minutes
- provide guidance in regard to the constitution of JOY
- refer issues for legal guidance (as required).

### ***all volunteers***

- undertake research to develop resources, information and material to use for the activities related to this role
- attend to correspondence; sundry office and administration tasks; filing; and ad-hoc tasks allocated

- assist with arrangements for station promotions, special and ad-hoc events
- provide reports as required
- refer complaints / issues as required
- all position holders at JOY are required to perform their duties in accordance with current organisational policy and procedures and relevant ACMA and CBAA requirements; to minimum performance standards, and ensure adherence to the JOY Melbourne Inc. constitution; comply with health and safety guidelines and instructions to ensure a healthy, safe and environmentally responsible workplace; and cooperate and comply with equal opportunity legislation.



## **Essential Selection Criteria**

- experience, or an interest in, governance
- knowledge, skills and experience in either strategy, community, media, business, financial, human resources, legal and/or systems
- demonstrated commitment to the purpose of JOY 94.9
- six or more current months of JOY membership.

## **Desired Criteria:**

- project and budget management experience
- understand the complexities of community radio
- excellent interpersonal skills; communicate effectively with a variety of people across a broad spectrum
- sound time management / organisational skills, clear and concise verbal and written communication skills
- team oriented – demonstrate that cooperation will result in the best outcome
- ability to self-manage.

## **Other**

- all volunteers are required to be a financial member of JOY and maintain the membership during the term of their volunteer status, membership of JOY is governed by the JOY rules of association, a copy of the rules is available from the JOY website.

## **Application process:**

### ***annual general meeting***

- complete relevant nomination form; prepare a candidate statement (up to 250 words) addressing the key criteria
- deliver nomination & candidate statement to Secretary, a Board member or Chief Executive Officer at the station
- nominations close 14 days prior to the date fixed for the distribution of notice for annual general meeting
- elected board member to complete volunteer recruitment process and documentation.

### ***casual vacancy***

- email CV and cover letter addressing the key criteria to [secretary@joy.org.au](mailto:secretary@joy.org.au)
- we will contact suitable applicants to arrange an interview, successful applicant to complete volunteer recruitment process and documentation.