

## JOY Media

Victorian Pride Centre  
Level 1, 79-81 Fitzroy St  
St Kilda, VIC 3182  
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Social @joy949  
Web joy.org.au



## ROLE DESCRIPTION

### Board of Directors – JOY Melbourne Inc.

Composition of board:	The Board shall consist of between 6 and 9 people (currently set at 9 by vote of the Board)
Eligibility:	You and your nominators must be eligible members of JOY. An eligible member is a member who is a natural or legal person and has achieved six or more current and continuous months of membership of JOY Melbourne Inc. at the date of the Annual General Meeting. Business & Organisational members are NOT eligible to vote under the rules.
Status:	Board positions are volunteer positions
Direct reports:	Chief Executive Officer
Board committees:	Finance, Risk & Audit, Broadcasting Compliance, and other board committees as needed. Currently we also have a temporary Governance Review committee
Term:	3 years plus a further 3 years by further nomination/election
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:	Victorian Pride Centre, L1, 79-81 Fitzroy St, St Kilda, Vic, 3182 (or remotely by arrangement)
Training provided:	JOY Board induction

JOY Media is Australia's not for profit LGBTIQ+ media organisation. JOY Media represents the people, stories, news, music, and lived experiences of Australia's LGBTIQ+ community and our allies.

Our organisation is built on three key pillars – content, training and events. These are better known as JOY 94.9, JOY Academy and JOY Gigs.

Through each of these services and content offerings, we carry out our purpose of building a more inclusive Australia for all. We do this by providing the opportunity for freedom of expression, the breaking down of isolation and the celebration of the culture, achievements, and pride of the diverse rainbow community.

You can hear and see stories from the LGBTIQ+ community and our allies on JOY 94.9 Radio (FM and DAB+), online at joy.org.au via livestream, in our podcasts and YouTube channel.

JOY Media sustains our work through donations, memberships, philanthropic funding and by providing income generating services to the community including advertising, live broadcasting, podcasting, educational training, audio visual services and talent provision.

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 volunteer.

### Key Responsibilities

#### All Directors

All JOY Board members are deemed to be responsible people for JOY and must adhere to the ACNC Governance Standards to:

- act with reasonable care and diligence
- act honestly and fairly in the best interests of the charity and for its charitable purposes
- not misuse their position or information they gain as a Responsible Person
- disclose actual or potential conflicts of interest
- ensure that the financial affairs of the charity are managed responsibly, and
- not allow the charity to operate while it is insolvent.

Further as a board member at JOY they must:

- adopt and follow the JOY board charter, including the purpose, functions, and powers
- represent the members of JOY (as the elected body) and attend relevant community functions as an official representative of JOY (only where nominated)
- contribute to the policy and strategic direction for JOY
- provide leadership to the CEO - reviewing their performance
- Participate in organisational oversight processes and authorisations as required
- Provide oversight and governance to the management of the organisation to ensure community inclusion, financial viability, professionalism and adherence to the constitution, policy, procedures, statutory and other compliance requirements, and guidelines
- Chair and/or be a member of relevant board committees and working groups and ensure that minutes of proceedings are kept and are accurate

### **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 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 Risk and Audit committee (Treasurer)**

- Chair the Finance Risk and Audit committee FRAC
- provide guidance and direction regarding financial management and compliance of JOY
- oversee the operational budget managed by the CEO
- confirm the financial accounts for JOY
- Report on the financial accounts to the FRAC, Board and AGM

### **Secretary**

- act as the secretary for JOY to ensure compliance and reporting in accordance with ACNC practice and legislative requirements
- monitor that Board policy and procedures are followed
- coordinate the completion and dispatch of board agendas, briefing papers and minutes
- provide guidance regarding the constitution of JOY

### **All Board Volunteers**

- all position holders at JOY are required to
  - perform their duties in accordance with current organisational policy and procedures and relevant sector requirements including ACNC, ASIC, ATO, ACMA and CBAA.
  - adhere to the JOY Melbourne Inc. constitution; comply with work, health and safety requirements and JOY policies

## **Selection Criteria:**

### **Essential Criteria**

- Substantial experience in governance and leadership in the not for profit/charity sector
- Experience in one or more of organisational strategy, community media, the creative sector, business and financial management, human resources, legal
- Lived experience as a member of or an ally to the rainbow community
- Demonstrated understanding of and commitment to the purpose of JOY Melbourne Inc.
- The availability and commitment to attend meetings and events as required
- An active JOY member for a minimum of six months

### **Desired Skills**

- 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 600 words) addressing the key criteria, supply an optional photo of yourself
- Email or deliver nomination & candidate statement to Secretary and President 14 days prior to the date fixed for the distribution of the formal notice for annual general meeting

### **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.