



BURRINJA

Dandenong Ranges
Community Cultural Centre
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Burrinja

Dandenong Ranges Community Cultural Centre Inc.

BOARD MEMBER - Position Description

Role	ORDINARY BOARD MEMBER
Status:	Board Member
Reports To:	Chairperson
PD Revised:	June 2025

BURRINJA

Burrinja (the Dandenong Ranges Community Cultural Centre Inc) is a vibrant cultural centre offering a broad range of arts, cultural, performance, education and community related experiences that work toward its mission: ***Building community through arts.***

Burrinja's short, medium and long term objectives are detailed in the *Burrinja Strategic Business Plan 2021-2025*.

Burrinja encompasses visual and performing arts activities and events, an extensive public collection of Indigenous and oceanic art, 400 seat theatre, black box space, multiple gallery spaces, creative arts studios, live music, community cultural development projects, rehearsal, making and meeting spaces, live music, and on-site café and bar.

BOARD OBJECTIVES

As described in the Association's Rules of Incorporation:

The constituted Board of Directors as provided in the Rules are responsible for governance of the Association.

The Board –

- (a) is responsible for both the governance and management of the Association,
- (b) may, subject to these Rules, the Regulations, and the Act, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association,
- (c) subject to the Rules, the Regulations and the Act, has power to perform all such acts and things as appear to the Board to be essential for the proper management of the business and affairs of the Association,
- (d) may delegate its powers as deemed appropriate,
- (e) does not through such delegation under this clause limit the duties and liability of each member of the Board; and
- (f) may delegate the daily operational business management of the Association to the Executive Director, who shall formally report, at a minimum, to each Board meeting on the operations, activities and finances of the Association.

The Board shall -

- a. develop, adopt and regularly review a set of policies designed to regulate and make transparent to members, staff and the public both the governance and operational structure, protocols and practices of the Association,
- b. maintain or delegate to maintain a register of such adopted policies, and;
- c. develop, adopt and regularly review a document outlining the functions, duties and responsibilities of the Board and its bodies.

BOARD MEMBER POSITION – OVERVIEW

The Position of Ordinary Board Member supports other Board Members including the four office bearers of the Board, being:

- (a) a Chair;
- (b) a Deputy Chair;
- (c) a Treasurer; and
- (d) a Secretary.

KEY RESPONSIBILITIES & DUTIES – ORDINARY BOARD MEMBER

In accordance with the Rules of Association, key accountable areas include but are not limited to:

General	On being elected to the Board, undertake induction and training procedures as provided by the Board; familiarise themselves with the policies and plans of the Organisation
Governance	Consider, debate, and vote on issues before the Board on the basis of the best interests of the Organisation only
	Comply with the rules, policies, and standing orders of the Organisation; at all times honour the fiduciary responsibilities of the Organisation
Planning	Review and approve the organisation's Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan, etc)
Meetings	Attend all meetings, or, if unavoidable, apologise in advance for absence
	Where Board papers are circulated in advance of the Board meeting, read papers and consider issues before the meeting
	Contribute to the discussion and resolution of issues at meetings as appropriate
Administrative & Management	Approach employees of the organisation (paid or unpaid) only through the Chief Executive Officer
	Serve on Board Sub-committees as required
	Review and approve the Organisation's systems for financial control and risk management
Media	Make comments to the media only as provided in the Organisation's Media Policy
Promotion	Promote the Organisation in the community as opportunities arise

Fundraising	Promote and enthusiastically participate in any fundraising activities approved by the Board
Legal & Ethical	Avoid making any improper use of their position in the Organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the Organisation
	Avoid making any improper use of any information acquired by virtue of their position in the Organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	If they have any direct or indirect material personal or pecuniary interest in any issue or any contract with the Organisation, they will not participate in Board discussions or voting on that issue.
	If they have any direct or indirect material personal interest in any issue or contract with the Organisation, not vote in the Board on that issue
	If they have any non-material personal conflict of interest in any matter before the Board, or believe that the perception of such a conflict might arise, inform the Board immediately and follow the Board's rulings as to proper procedure
	At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias, or personal animus

ACCOUNTABILITY AND EXTENT OF AUTHORITY

RISK MANAGEMENT

- Comply with all relevant legislation and operate and make decisions within the framework of relevant government legislation, Burrinja policies, procedures, guidelines and delegations and all aspects of the Burrinja Human Resources Policy and Privacy Policy are adhered to.

ORGANISATIONAL RELATIONSHIP

Reports to:	The Chairperson
Internal Liaison:	Other Board members, Chief Executive Officer
External Liaison:	Partnership organisations and stakeholders

QUALIFICATIONS & EXPERIENCE

- A working understanding of governance responsibilities and procedures as they relate to a Victorian incorporated association.
- Proven ability to communicate sensitively and effectively with people from a wide range of organisations and cultural backgrounds.
- Proven ability to deal with all members of the community including stakeholders, partners and business leaders and other people of seniority.
- Highly proficient communication skills, including presentations, written and verbal including the use of digital communication networks and forums, media releases and social media.