

Associate Board Member – Role Description



**GOULBURN
BROKEN**

CATCHMENT
MANAGEMENT
AUTHORITY

CONTRACTED ROLE:	Associate Board Member (Youth 18-34 years)
GB CMA CONTACT:	Board Chair
LOCATION:	Goulburn Broken Region
TERM:	12 months (negotiable)
TIME COMMITMENT:	Average of two days per month including meeting attendance, reading and preparation (some additional time may be required to attend approved professional development opportunities).
ENGAGEMENT TYPE:	Contract for services
CONTRACT AMOUNT:	\$10,000 annually plus professional development opportunities Expenses will be reimbursed for approved expenditure authorised by the Board chair, within Victorian Public Sector guidelines.

About the Goulburn Broken CMA

The Goulburn Broken CMA (GB CMA) is the peak Natural Resource Management body in the region, working with community to protect and improve land, water and biodiversity, guided by the Goulburn Broken Regional Catchment Strategy (RCS).

Our vision is for resilient landscapes and thriving communities. The GB CMA offers a leadership role for the large number of existing organisations and boards that are working towards common sustainability and development targets. The GB CMA's priorities are to strengthen the links between these groups, be action orientated and maintain and develop community involvement in resource management of the whole catchment.

Goulburn Broken CMA fosters an organisational environment that is committed to authentic leadership, industry leading expertise and nurturing growth, curiosity and respect for our colleagues, the community and the environment.

About the role

The Goulburn Broken CMA is committed to supporting leadership and learning opportunities in our community and is seeking expressions of interest for this professional development opportunity.

The Associate Board Member (the Associate) will be contracted by the CMA for the purpose of providing an independent perspective and input to the Board and to actively participate in Board meetings, without voting rights, to:

- develop the capability of young Victorians and build a pathway for, and pipeline of, future board members;
- increase awareness of board roles and opportunities in younger Victorians/emerging professionals and provide practical experience to develop governance skills relevant to public sector boards;
- acknowledge that young people make invaluable contributions to communities and ensure they are further empowered to contribute through participation;
- encourage future applications for a board member role and align with the Victorian Government's commitment that government boards reflect the rich diversity of the Victorian community including young people;
- provide diverse perspectives to aid board decision making.

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The associate does not have the same responsibilities as a board member under the Catchment and Land Protection Act 1994, the Public Administration Act 2004, and other statutory provisions. As such the associate does not have a formal decision-making role on the board, nor will they have voting responsibilities.

Core Responsibilities and Duties

The associate is required to attend (in person) monthly Board meetings (approximately 10 annually held across various locations within the catchment) and actively contribute, having read and considered the relevant papers. As a participant in Board meetings, they will:

- Build skills and learn first-hand about Board function and processes.
- Contribute to the development and delivery of our vision and the strategic direction.
- Support good governance of the Board and CMA.
- Support successful financial, social, and environmental performance of the CMA.
- Promote the work of the Goulburn Broken CMA and, when required, to represent the CMA at public events.

The associate will act in accordance with the [Public Sector Values](#), the [Code of Conduct for Victorian public sector Boards, Supplier Code of Conduct](#) and applicable Goulburn Broken CMA policies and procedures.

Professional development will be provided to build practical experience to develop governance skills relevant to public sector boards, including;

- Induction and governance training.
- Participation in Department of Energy, Environment and Climate Action's associate network.
- Peer mentorship and experience through Board participation.

Subject to the professional development opportunities the incumbent chooses to undertake, additional time commitment may be required beyond the usual meeting preparation and attendance (undertaken in the delegates own time).

Key Selection Criteria

- An emerging leader aged 18-34 years who is living in Victoria and able to attend Board meetings in person. Previous experience on Boards is not required. Professional development will be provided to the associate as part of the role.
- Able to enquire, evaluate and make independent judgement and to offer their perspective and skills to the Board.
- Have an interest in environmental and water management, reflect the diversity of our regional community or have a background in primary production.
- Demonstrate the Victorian Public Sector values and Goulburn Broken CMA's values.
- Have, or have a capacity to develop, an understanding of the CMA and our operating environment.

Organisational Requirements

Area	Requirements
Occupational Health & Safety (OHS)	The Goulburn Broken CMA is committed to the health, safety and wellbeing of all staff, board members and contractors, and as such, you are required to comply with the Occupational Health and Safety Act (2004) and associated CMA Policies and Procedures.
Record Keeping	Responsible for ensuring all record keeping activities under your control have been identified, created, and captured as per the CMA's record keeping requirements and obligations, in a transparent and secure manner.

Privacy

The collection and handling of applications and personal information will be consistent with the requirements of the Privacy and Data Protection Act 2014.