



Board of Directors

Background to Available Director Role and Position Description

June 2010

1. Background

The Board currently consists of the following members:

- 1 Councillor (nominated by Moreland Council)
- 1 senior Council officer (nominated by Moreland Council)
- 1 MEFL member elected by the membership
- 5 people recruited out of an expression-of-interest process
- 1 CEO (voting)

Plus the Secretary, non voting position

Several directors have signalled that they will be retiring at the 2010 Annual General Meeting. The Board is looking to have new directors in place to take office from the date of the Annual General Meeting in early November 2010. The incoming Board members will be invited to attend, as observers, the Board meetings prior to the AGM.

A Selection Committee has been established by the MEFL Board to oversee the process of filling the vacant positions. The members of the Selection Committee will be drawn from the current Board.

The Selection Committee has advertised across Moreland to alert community members that positions are now available. Anyone who is interested needs to provide an application letter and current curriculum vitae to provide the Selection Committee with an understanding of the skills and qualities they could bring to the Board. The Selection Committee may interview people who express interest to assist in the selection process.

The Selection Committee will make recommendations to the MEFL Board on who should be appointed.

2. Making an application

Applications should be provided to Sue Richards, Office Manager. **Applications will be received up until close of business on Wednesday 14 July 2010.** You can send an application by mail marked "confidential" to PO Box 276, Brunswick 3056 or email sue@mefl.com.au

Also note that you may be required to attend an interview following the receipt of your application.



Position Description – Ordinary Director

Position Title	Ordinary Director
Reports to	Board Chair
Positions reporting into this position	Nil
Purpose – Why does this position exist?	To provide leadership, direction and good corporate governance to Moreland Energy Foundation Limited.
Responsibilities	<p>Leadership & Planning Contribute to corporate planning processes that establish the strategic direction of and the milestones for the company Review and develop an annual business plan. Appoint and support the CEO in the implementation of the business plan and strategic direction.</p> <p>Performance and Compliance Approve policies and ensure that approval, compliance, risk assessment and reporting systems are adequate to enable the Board to fulfil its obligations and monitor progress.</p> <p>Monitor company’s progress and achievement of its objectives and milestones.</p> <p>Review the performance of the CEO.</p> <p>Understand legal obligations and the role of Directors and ensure compliance with relevant legislation, including that governing corporations, local governments, taxation, privacy, discrimination, environmental regulation and labour laws.</p> <p>Participate in and contribute to Board self-evaluation/external assessment, succession planning organisational reviews.</p> <p>Attend board meetings, related meetings and events.</p> <p>Participate in at least one board sub-committee.</p> <p>Keep informed about committee matters, prepare well for meetings, review and comment on minutes and reports.</p> <p>Reputation Support the executive in the management of relationships with external stakeholders.</p> <p>Build and enhance the organisation’s public image and represent the organisation’s perspective through interpretation of and advocacy for its</p>

	products and services.
Decision Making Authority	As delegated.
Key Interactions	<p>Internal: Other MEFL Board members and CEO</p> <p>External: Shareholders, business and community representatives, State and Commonwealth governments, as well as key sector stakeholder.</p>
Qualifications	<p>Desirable: An undergraduate qualification (degree course) – preferably business management related. AICD qualification. Post graduate qualification.</p>
Experience	<p>Essential: Experience as a company director &/or senior manager Relevant professional networks</p> <p>Desirable: Demonstrated understanding and commitment to sustainability and current policy context</p>
Key Selection Criteria, Skills and Qualities	<p>Key Selection Criteria</p> <ol style="list-style-type: none"> 1. Business Management, including financial and risk management The MEFL Board is responsible for providing overall direction to the organisation, including ensuring good fiscal management and oversight of the organisation’s risk profile. 2. Strategic thinking The MEFL Board is responsible for establishing the organisation’s future direction through the setting of strategies and considering how to position the organisation in a strategic sense. 3. Advocacy Advocacy is an important component of MEFL’s work, as a means of ensuring changes to Government policy and regulation to encourage less energy use and also as a means to ensure MEFL has a profile in forums where appropriate. The MEFL Board is particularly involved in the latter form of advocacy. 4. Energy content and context Energy, which is MEFL’s key issue, is complex in both a technical sense and in the policy arena which governs the way our society manages our use. The MEFL Board benefits from having members with an understanding of energy as an issue, the context of how energy is regulated and managed and the role which MEFL can play in pursuing energy efficiency and conservation. 5. Community development In order to get take up of energy reduction, MEFL uses an approach which aims to involve people who are not already converted to the cause and to maximize outcomes for the community. The MEFL Board benefits from having members with an understanding of community development processes. 6. Communications A very large part of MEFL’s work is concerned with communications, to the

MEFL community to encourage take up of energy saving activities and to key stakeholders to further knowledge of and support for MEFL. The MEFL Board benefits from having members with experience in communications.

7. Moreland involvement

The board aims to have the majority of its membership living or working in Moreland. The MEFL board benefits from having members with a demonstrated understanding of Moreland and who are well grounded in the needs and activities of the Moreland community.

Skills

The MEFL Board needs members with the following skills working in the interests of MEFL.

- Business management, including financial and risk management
- Strategic thinking
- Advocacy
- Technical, energy content and context expertise
- Community development
- Communications / Issues management
- Understanding of the local business community
- Community engagement

Desirable specialised skills

- Construction engineering
- Major project management
- Urban planning & development
- Legal skills
- Policy development skills

Qualities

The MEFL Board and committee members need to demonstrate these qualities that align with the MEFL strategic plan.

Innovation: We think ‘outside the box’, seeking to be innovative, inspiring, enquiring, responsive and creative.

Honesty: We believe in speaking directly and providing independent, well-researched and clear advice.

Respect: We treat everyone with respect and dignity, appreciating individual and cultural diversity

Resilience: We recognise that change doesn’t happen overnight, but requires flexibility, dedication and determination.

Team work: We work collaboratively as a team, in our own workplace and in our dealings with the wider community and our partners.

Diversity

The MEFL Board aims to have diversity of representation – geographic, gender, ethnicity and employment background.