



DARLINGFORD WATERS
BOAT CLUB - LAKE EILDON

Darlingford Waters Marina Pty Ltd / DWBC

Director Position Description

Activities Committee Liaison

About Darlingford

Darlingford Waters Boat Club (DWBC) is a community of house boating and Lake Eildon enthusiasts – with unwavering commitment to our fellow members, our families, their safety, the environment and our local community.

Boasting the 'best marina's on the lake', DWBC is in a beautiful, sheltered location on fresh clean water and offers its members excellent amenities with great access to every marina, plenty of parking right near the lake's edge plus a number of members barges to make life easier. We offer both standard and larger sized pens to cater for boats of all sizes.

Our live-in, onsite Facilities Manager is responsible for the day to day running of the facility and is a first point of contact for members. The Facility Manager maintains the marina's and grounds and is ably supported by our member elected Board of Directors, specifically our Site Director.

Our club has strong values that lead our decision making and help shape our culture. These values are: *family, community, environment and safety*.

About the Darlingford Waters Marina Pty Ltd Board

Darlingford Waters Marina Pty Ltd is the trustee for the Darlingford Waters Boat Club Unit Trust, structured under a Fixed Unit Trust model, with the members electing Company Directors from within the membership to represent the shareholders of the Unit Trust.

Essentially, the club is owned by members, run by members and exists for members.

Responsibilities of a Director

The Board of Directors' key purpose is to ensure the company's prosperity by collectively directing the company's affairs, whilst meeting the appropriate interests of its shareholders and stakeholders.

All Directors agree to:

- uphold the rules and values of the organisation, at all times
- act without prejudice or for personal gain
- be lawful, fair, just and confidential
- undertake their role to the best of their abilities
- manage conflicts of interest
- read through the DWBC Board Induction Kit (v2020)

To read more about the roles and responsibilities of a Director generally, visit <https://aicd.companydirectors.com.au/-/media/cd2/resources/director-resources/not-for-profit-resources/nfp-principles/pdf/06911-4-adv-nfp-governance-principles-report-a4-v11.ashx>

Specific Role and Responsibilities

Activities Committee Liaison

The Activities Committee Liaison provides a link between the club funded Activities Committee and the Board.

He or she agrees to undertake the following tasks, in the spirit and under the principals of good governance:

1. Communicate with the Activities Committee Chair prior to the Board meeting to obtain an update on planned activities and a recount on past activities
2. Obtain details on support required for any upcoming event
3. Ensure that planned events do not coincide with any major works being undertaken at the club (or if they do, ample support is arranged)
4. Provide a report to the Board each month on the above
5. Undertake all duties of a Board Member, including contributing to conversations and providing insight wherever possible

Election Process

The Activities Committee Liaison is elected each year at the Board's December meeting (or the next meeting of the Board following the Annual General Meeting), through a nominations process convened by the Secretary (the only position not 'spilled' at the December meeting).

Authority

The liaison does not have any formal decision making influence or involvement within the Activities Committee with the Activities Committee remaining independent of the board.