



DARLINGFORD WATERS
BOAT CLUB - LAKE EILDON

Darlingford Waters Marina Pty Ltd / DWBC

Director Position Description

Chairman / Commodore

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

Chairman

The Chairman of the Board is often seen as the official spokesperson for the club, unless otherwise delegated.

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

1. Provide excellent club leadership – act as the public face and spokesperson for the club / company
2. Chair all meetings of the Board, ensuring:
 - a. there is space and opportunity for all voices to be heard
 - b. that meetings are held upholding good governance practices including good process followed, respectful conversation had and constructive debate and questioning
 - c. call for, and raise motions and conduct votes
3. Act as the Principal representative of the trust, unless delegated, and outside those roles that lie with the Company Secretary
4. Ensure there is regular review of how the board is performing – building review of performance into the annual calendar
5. Develop and manage a succession plan for the board
6. Oversee the activities on the Action Plan, by:
 - a. conducting 'check-ins' in between meetings with Directors responsible for tasks on the list
 - b. ensuring Directors accept and understand their tasks
7. Conduct 'check-in's in between meetings with Directors holding portfolios eg Treasurer, Secretary, Site Director
8. Work with Secretary to prepare Board papers for meetings – review prior to distribution
9. Undertake all duties of a General Board Member

Election Process

The Chairman 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

If the Board consists of even numbers, the Chairman has a 'casting vote' on any matters that have an evenly split vote. Aside from this, the role does not have additional powers or authority.

By signing this document I agree to uphold the Responsibilities of a Director as well as those specific to this role, as outlined in this document.

Signed: _____

Print Name: _____

Date: _____