



Darlingford Waters Marina Pty Ltd / DWBC

Director Position Description

General Member

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

General Member

The General Member of the Board is a fiduciary who steers the company towards a sustainable future by adopting sound, ethical and legal governance and financial management policies.

The below list of tasks are also expected of any Board Member with a specific role.

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

1. Attend all convened meetings of the Board
2. Read all board materials in advance of the meeting
3. Participate in relevant, robust and respectful debate and discussion
4. Vote on all matters, including but not limited to:
 - a. Annual budget
 - b. Motions as presented at meetings
5. Strive for continual improvement as a Board, questioning and reviewing processes on a regular basis

Election Process

Board members are elected at the Annual General Meeting in accordance to the Unit Holders Agreement and Rules, through a nomination process and an election conducted by the Company Secretary.

Board members serve a 'term' and positions become available on a 'one third' basis.

Authority

General Board Members have no additional authority, aside from their main authority of governing the company.

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: _____