

Your opportunity to contribute positively to the future recovery of
Bushfire Affected Cobargo village and it's community.

EXPRESSIONS OF INTEREST – NON-EXECUTIVE BOARD DIRECTOR POSITIONS (SKILLS BASED) X 2

The CCDC limited is currently seeking Expressions of Interest from suitably qualified and experienced persons to assist in the recovery of the bushfire affected Cobargo community, and join the CCDC board to fill two Skills Based Board Director's positions.

The CCDC Limited is a not-for-profit company limited by guarantee, formed post bushfire disaster, with objectives including to nurture and enhance the economic, social, and environmental sustainability and resilience of the village of Cobargo and district for the benefit of the community.

The organisation has recently been awarded a Local Bushfire Local Economic Recovery grant of \$9.62 million for the applications of REBUILD COBARGO main street projects comprising the proposed Village Square Complex, Market Hall and new Post Office, and will be developing additional community projects and programs into the future.

By becoming a board member, you can apply your skills and experience, and make essential contributions to the community and the way the CCDC is governed and progresses the Rebuild Cobargo main street projects as part of a collaborative decision-making board.

The Board of Directors

The role of the CCDC Limited Board is to provide governance and strategic leadership to the organisation and is comprised of people with a wide range of skills and backgrounds. Directors positions are voluntary and there is no remuneration for your work. Board members are appointed for a term of three years.

Expectations of Board Members

- Attend and actively participate in meetings.
- Utilise own skills, experience and knowledge to support the growth and success of the organisation.
- Build a collegial working relationship with other board members that contributes to a consensual approach to decisions.
- Become familiar with the CCDC Limited's operations, strategies, resources and finances.
- Stay informed about committee matters, prepare well for meetings, review and comment on minutes, reports and the activities of the board.
- Undertake to become aware of and act in accord with the responsibilities and duties of a Director of a not-for-profit Company Limited by Guarantee
- Serve on sub-committees.

Meetings and Time Commitment

Board meetings will usually be held monthly and will generally be limited to 2 hours. There will be provision made for remote electronic attendance where appropriate.

Sub-committee meetings will be held as necessary, determined by the applicable tasks and associated delivery timelines.

Preparation for board meetings and sub-committee meetings may require additional time
Experience, Qualifications & Skills

Applicants for the position of Director (Skills Based) require demonstrated experience and skills within at least one of the following disciplines:

- Financial Control / Accountancy / Auditing.
- Business Management / Strategic Business Planning.
- Marketing / Public Relations / Media
- Legal / Local Government / Development Planning
- Commercial Project Management / Commercial Property Management and/or Maintenance.
- Other Relevant Discipline/s

Some knowledge of the Cobargo, and/or the capacity to relate to the community and to understand community expectations, will be well regarded.

Relevant professional qualifications are required for the position.

The Expressions of interest (EOI) Process

All EOIs submitted will be confidential to the Board of the CCDC Limited.

A board sub-committee will review all EOIs submitted and will formulate recommendations to go to the full Board.

The sub-committee may wish to have an informal interview with persons submitting EOIs as part of its review process.

The decision of the full board of the CCDC Limited will determine the outcome of the EOI's received.

All persons submitting EOIs and participating in the review will be process advised of the outcomes. The CCDC Limited Board hopes to be in a position to appoint the two Directors (Skills Based) by 1 October 2021.

For More Information

To find out more about the REBUILD COBARGO main street projects, the CCDC Board, the Cobargo Quaama Business Recovery Group Incorporated and the Cobargo Co-operative Society please refer to the Summary Document attached, or available by emailing ccdclimited@gmail.com or visiting by www.ccdc.org.au

For further information or to discuss the role, please contact Narelle Cooper, Secretary, CCDC Limited, on 0418 361 781

How to Lodge our Expression of interest (EOI)

EOI's are welcome to be submitted by email or in writing, as follows.

If emailing, please send email to:

The Secretary, CCDC Limited, at ccdc@gmail.com

If submitting a hardcopy EOI, please post to:

The Secretary, CCDC Limited, PO Box 5001, Cobargo NSW 2550

EOIs must be completed using the attached EOI Application Form

Supporting documents such as your CV and/or references may be included with your EOI.

PLEASE NOTE: EOI's must be received by 5.00pm Friday 10 September 2021

CCDC LIMITED - EXPRESSION OF INTEREST (EOI) FORM
Re: APPOINTMENT TO THE BOARD AS DIRECTOR (SKILLS BASED)

Name	(First)	(Last)
Email		
Contact No/s		
Address (Street)		
City/Locality		Postcode

APPLICABLE SKILLS CATEGORY OF APPLICANT (Select at least one ☒):

- ☐ Financial Control / Accountancy / Auditing.
- ☐ Business Management / Strategic Business Planning.
- ☐ Marketing / Public Relations / Media.
- ☐ Legal / Local Government / Development Planning.
- ☐ Commercial Project Management / Commercial Property Management and/or Maintenance.
- ☐ Other (Please Specify)_____

Why would you like to be on the board of the CCDC Limited?
What professional qualifications and/or experience relevant to the applicable skills category (see above) do you have?
What positions do you currently hold, or have previously held, on committees or boards of community or not-for-profit organisations?

I submit this Expression of Interest in the position of Director (Community Representative) of the Cobargo Community Development Corporation Limited, and in doing so I declare that:

1. *I have not been disqualified from acting as a director or acting in the management of a company.*
2. *I have never had a conviction for crimes involving dishonesty.*
3. *I am not a prohibited person regarding child related employment.*

Signature

Date