EXPRESSION OF INTEREST

DIRECTOR (COMMUNITY REPRESENTATIVE)

The Cobargo Community Development Corporation Limited (CCDC Limited) is seeking Expressions of Interest (EOI) from eligible members of the Cobargo community to be considered for appointment to the Board of Directors, to fill a Director’s position specifically allocated to Community Representative Directors.

The CCDC Limited is a not-for-profit company limited by guarantee, with the following objectives:

* nurture and enhance the economic, social, and environmental sustainability and resilience of the village of Cobargo and district for the benefit of the community.
* ensure all members of the Cobargo community have the opportunity to share in the benefits derived from living in an innovative, progressive and prosperous local economy.
* support and help drive a healthy business and commercial sector, while maintaining the unique and highly valued aspects of Cobargo and its environs so appreciated by both local residents and visitors to the area.

The CCDC Limited has been awarded a Bushfire Local Economic Recovery grant of $9.62 million from the BLERF (Bushfire Local Economic Recovery Fund) for the 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.

There is now an opportunity for a Community Representative Director to come on board to fill a casual vacancy to enhance the Board’s composition, to provide a comprehensive voice for the Cobargo and District Community, and to contribute to the collaborative decision-making processes of the Board.

By becoming a Board member, you can gain valuable skills and experience as part of a collaborative decision-making team and make an essential contribution to the community and to the way the CCDC is governed and progresses the Rebuild Cobargo main street projects.

**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.
* Help to positively promote the CCDC Limited’s objectives, projects, and services to the community.
* 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, although additional meetings may be required during the start-up period of major projects. Board meetings will generally be of 2 - 3 hours and may include provision for remote electronic attendance.

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 will require additional time (approximately 3 – 6 hours per week)

**Experience, Qualifications & Skills**

Applicants for the position of Director (Community Representative) require demonstrated community experience and knowledge of the Cobargo community, preferably gained in a voluntary role within one or more community organisations.

The capacity to relate to the community and to understand community expectations, and the ability to advocate with regard to those community expectations, will be considered important attributes.

No formal educational or professional qualifications are required for the position, however basic computer skills relating to email account usage and ZOOM meetings, etc., will be well regarded.

**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 process will be advised of the outcome.

The CCDC Limited Board hopes to be in a position to appoint the Director (Community Representative) by 17 March 2023.

**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 available by emailing [ccdclimited@gmail.com](mailto:ccdclimited@gmail.com) or visiting our website at [www.ccdc.org.au](http://www.ccdc.org.au)

For further information or to discuss the role, please visit our website at [www.ccdc.org.au](http://www.ccdc.org.au) or 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 ccdclimited@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: Deadline for EOIs is 5.00pm Friday 3 March 2023.**

**CCDC LIMITED – EXPRESSION OF INTEREST (EOI) FORM**

**APPOINTMENT TO THE BOARD AS DIRECTOR (COMMUNITY REPRESENTATIVE)**

|  |  |  |
| --- | --- | --- |
| Name | (First) | (Last) |
| Email |  |  |
| Address | (Street) | |
|  | (Location) | (Post Code) |

|  |
| --- |
| Why would you like to be on the board of the CCDC Limited? |
| Describe your experience in the Cobargo community, and your knowledge and understanding  of the community. |
| What skills and capabilities do you have that you feel would be of value in your role as a (Community Representative) Director? |
| What position(s) do you currently hold, or have previously held, on committees or boards of community organisations? |
| Do you feel that you would be able to meet the time commitments required for this role? |
| I submit this Expression of Interest in the position of Director (Community Relations) of  the Cobargo Community Development Corporation Limited and in doing so I declare:   1. *I have never been, nor am I currently insolvent.* 2. *I have not been disqualified from acting as a director or acting in the*   *Management of a company.*   1. *I have never had a conviction for crimes involving dishonesty.*   I  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |