

VISION Every child has the opportunity to explore and realise their potential through access and engagement in quality early education.

MISSION “To deliver leading early childhood educational programs that supports every child and their family and encourages a lifelong love of learning”.

VALUES Children, Community, Excellence, Leadership, Collaboration, Diversity

ECKA – A Snapshot

ECKA believes that the lives of children can be transformed through education.

Since 2003, ECKA has provided early childhood education in Ballarat and across Central Victoria and currently delivers services in 29 local communities. We work with local government, other Not for Profits, as well as parent committees and families to deliver quality and accessible early learning to children in rural and regional communities with a commitment to those who are most vulnerable, including the delivery of the Indigenous Preschool Advancement Strategy Project and Access to Early Learning program.

ECKA’s services are funded through State and Federal Governments and Parent Fees.

- Service Delivery: 3720 weekly hours of program delivery to more than 1200 children
- Works with 1000 Families Annually
- Staff: 130 staff (80 FTE)
- Locations: ECKA delivers services in the Ballarat, Hepburn, Golden Plains, Moorabool and Pyrenees Local Government Areas
- Turnover: Current annual turnover of \$8M

For more information, please visit www.ecka.org.au or refer to the ECKA Annual Report -2019.

Role of the Board

The Board oversees the performance of ECKA and is held to be ultimately responsible for all aspects of the organisation’s activities. This includes, among other things:

- setting the vision, strategy, and direction of the organisation
- having ultimate accountability for the delivery of safe and quality services
- succession planning, performance management of the CEO
- overall oversight of performance
- ensuring the ongoing financial viability of the organisation

The Board’s functions are varied and cover accountability to stakeholders and leadership both internally and externally, now and into the long term. Collectively, the Board is responsible for creating a governance environment that acts in the best interests of the entity and drives performance.

Role of Board Members

The Board is elected by the Members of the Association – Eureka Community Kindergarten Association. Board Members are recruited for their skills, experience, and competencies developed from their personal and professional activities, and which they will continue to develop while on the board.

Board Members are expected to:

- Commit to the delivery of safe, quality services – have a genuine interest in the fundamental purpose of the organisation and its role in the early childhood and education service system.
- Use and interpret complex information – understanding the need for information on which to base decisions.
- Have integrity and be accountable – be dedicated to fulfilling a Board Member’s duties and responsibilities, putting the organisation’s interests before personal interests, and acting ethically.

- Provide constructive challenge and oversight – have curiosity to ask questions and the courage to persist in asking, and to challenge management and fellow board members where necessary.

Expectations of Board Members

- Be aware of applicable legislation and regulations.
- Commit the time required to fully exercise the duties required of the position (approximately 8 hours per month is needed to prepare for and attend Board and committee meetings):
 - Attend and contribute to monthly board meetings (usually held in the evening)
 - Participate in at least one formal Board Committee (Finance & Audit or Quality & Risk) and other ad hoc committees or working groups.
 - Review agenda items, board papers and meeting minutes.
 - Participate in other processes as required (e.g. Strategic Planning, Board evaluation, site visits).
 - Attend events where the ECKA requires representation.
- Develop a full understanding of the organisation’s finances, scope of service, strategic context and legal framework.
- Adhere to the applicable obligations and duties set out in relevant organisational policies.
- Undertake any training and development required in order to fully discharge their responsibilities.

Please Note: All Board Members must successfully pass Police and Working with Children Checks.

Key Selection Criteria (for all Board Members)

All applicants are required to demonstrate a basic knowledge and understanding of the following concepts that will equip them to perform the role of a Board Member, and which will be developed further if appointed:

1. Governance – the role of the Board, its relationship to management and the accountability mechanisms for the organisation
2. Quality – mechanisms to ensure the delivery of safe, quality services
3. Financial literacy – the ability to understand and interpret financial reports, in particular the audited financial statement in the organisation’s Annual Report, to determine the financial health of the organisation
4. Legal literacy – the ability to understanding the legal framework within which ECKA operates

Specialist Skills

The Board is seeking to recruit individuals with skills and experience in accountancy or finance as demonstrated by:

- Tertiary qualifications in accounting, commerce, or a similar field
- Membership of a relevant professional accounting body (e.g., CPA, Institute of CA, etc.)
- Experience with financial management practices, budgeting, planning and controls.

Expression of Interest

Expressions of interest can be emailed to board@ecka.org.au Please include:

- A brief cover letter addressing Key Selection Criteria and outlining the specialist skills and attributes you could bring to the Board of ECKA
- A current resume
- Contact details for two Referees

Further Information To further discuss your interest, please contact Paul Ryan, Board Chair, on 0407 416 010 or board@ecka.org.au

We welcome Expressions of Interest until Monday 19 April - Midday