

- 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 is elected by the Members of the Association – Eureka Community Kindergarten Association. Board oversees the performance of ECKA and is held to be ultimately responsible for all aspects of the organisation's activities (e.g., delivery of quality services & 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 Finance & Audit Committee (Board Committee)

The Finance & Audit Committee advises the Board on financial and risk matters of the organisation. Whilst not a decision-making body it has responsibility in monitoring, oversight, and providing information and recommendations to the Board including:

- Annual budgets audited financial statements, monthly management accounts, investment and other policies.
- Significant financial planning, management/reporting issues and interim financial reports.
- Reports from Auditors and Administration on internal control issues and other matters.
- Changes to reporting requirements, legislation, and accounting/auditing standards.

Committee Members are expected to:

- Commit to the delivery of safe, quality services.
- Use and interpret complex information in order to make recommendations.
- Have integrity and be accountable – be dedicated to fulfilling a Committee 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 Committee Members

- Be aware of applicable legislation and regulations.
- Commit the time required to fully exercise the duties required of the position (approximately 4 hours per month is needed to prepare for and attend committee meetings):
 - Attend and contribute to committee meetings (usually held in the evening, video conferencing available)
 - Review agenda items, Committee papers and meeting minutes.
 - Participate in other processes as required (e.g., Strategic Planning, Committee evaluation, site visits).
- Develop a full understanding of ECKA'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 Committee must successfully pass Police and Working with Children Checks.

Key Selection Criteria (Committee 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 / Committee Member, and which will be developed further if appointed:

1. Governance – the role of the Board & Committees, 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 – Finance & Audit Committee

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 Finance & Audit Committee 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