

 ECKA acknowledges Wadawurrung and Dja Dja Wurrung as the Traditional Owners of the land, water and resources of the countries that ECKA resides upon. We thank them for sharing their connections and pay respect to their elders past, present and emerging. ECKA pays respect to the central place in education that Aboriginal culture holds and says thank you.

## ECKA Board Overview

### 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.

ECKA's services are funded by State and Federal Governments.

- Service Delivery: 174 sessions of education and care to approximately 1400 children
- Staff: 200 teaching staff
- Locations: ECKA delivers services in the Ballarat, Hepburn, Golden Plains, Moorabool and Pyrenees Local Government Areas
- Turnover: Current annual turnover in excess of \$11.5M

With the expansion of preschool education through the roll out of pre-prep over the next few years ECKA is in a period of substantial growth.

For more information, please visit [www.ecka.org.au](http://www.ecka.org.au) or refer to the [2022 Annual Report](#)

### 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:

- setting the purpose, 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/bi-monthly board meetings (usually held in the evening)
  - Participate in at least one formal Board Committee (Finance & Audit, People & Governance 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 professional development and 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

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
5. Leadership experience in early childhood or family services or strong business/financial planning skills will be highly regarded.

## Expression of Interest

Expressions of interest can be emailed to [board@ecka.org.au](mailto: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 Katherine Cape, Board Chair, on 0457 548 568 or [board@ecka.org.au](mailto:board@ecka.org.au)

We welcome Expressions of Interest until **Wednesday 24<sup>th</sup> April**

