**POSITION TITLE:** Executive Officer (EO)

**REPORTS TO:** Chairperson

**PERFORMANCE REVIEW:** Annual

**MALDON & DISTRICT COMMUNITY BANK VISION & MISSION:**

Vision: *Thriving, sustainable & connected communities*

Mission statement: *To provide a viable, local banking service, distribute profits and partner on projects for community benefit*.

**MALDON & DISTRICT COMMUNITY BANK VALUES**:

In undertaking all tasks, appropriate behaviours matching the following values must be maintained at all times: *Sustainability, Integrity & Connection*

**ORGANISATION**

Maldon & District Financial Services Ltd (MDFSL) is a not-for-profit company that operates the Maldon & District Community Bank (MDCB) in a franchise partnership with the Bendigo and Adelaide Bank.

MDFSL has its primary branch in Maldon and a Customer Service Centre (CSC) in Dunolly. There are 6 board portfolios: Audit & Governance, Business Development, Communications, Community Investment, Finance and Human Resources.

**ROLE PURPOSE**

To administer the affairs of the company and support the business of the board, encompassing the Company Secretary duties.

**EO SUMMARY**

The EO work functions are immersed across the whole company with strong collaboration with

Chair, Communications Officer, Portfolio Chairs, Branch Manager and Bendigo and Adelaide

Bank. The Executive Officer is responsible for overseeing marketing, community investments and grants, maintaining strong and positive company presence in the community,

The EO is an ‘all rounder’ position requiring effective and efficient role delivery utilising high level of: community passion, governance and compliance expertise, planning and organisational skills, eagle eye for detail, interpersonal skills, accountability and sound decision making.

The role will be based in an office located in Maldon with flexibility of hours and work from home.

The EO will have access to a corporate credit card for approved business-related expenses.

**KEY WORKING RELATIONSHIPS:**

**Internal:** Chair, Board, Branch Manager, Portfolio Chairs, Communications Officer, Bendigo Bank

**External:** Members,Community Groups, Body Corporate, RTCs, Neighbourhood houses, local government, local business.

**KEY RESULT AREAS**

Board & Secretariat Management

Financial Management

Member Engagement & Support

Community Engagement

Communications

Human Resources

**EXECUTIVE OFFICER RESPONSIBILITIES**

**1. Board & Secretariat Management**

The Executive Officer’s role encompasses that of a company secretary, essentially co-ordinating the administrative functions of the company and ensuring legal compliance.

Key tasks in this area include, but are not limited to:

* Coordinate meetings of the board and committees.
* Ensure business at board and committee meetings is accurately captured in the minutes
* Manage all company documents efficiently
* Advise the board on governance matters
* Monitor delivery of charters, constitutional requirements, policy and procedures.
* Manage all meetings, relevant deadlines, key compliance deliverables and key events.
* Complete correspondence on behalf of the Board.
* Contribute in the development of company strategy, business plans, budgets and projects.
* Maintain relevant registers and reports e.g. Conflict of Interest.
* Maintain the member database and correspondence with MDFSL members.
* Maintain and update board and company policies and procedures
* Ensure legal and compliance tasks are completed accurately and on time. This includes compliance with Corporations Act 2001 (or updated version) which outlines Company Secretary responsibilities and includes the role is an ‘officer’ of the corporation, with many of the same duties and obligations as directors.
* Initiate ideas to assist company performance

**2. Financial Management**

The Executive Officer is responsible for some financial management tasks.Key tasks in this area include but are not limited to:

* Collaborate with Treasurer, Finance and other portfolios/committees as required
* Ensure financial management protocols & practice are adhered to
* Ensure all communication from auditor is delivered to Treasurer & vice-versa.

**3. Member Engagement & Support**

* Maintain the member database and correspondence with MDFSL members.
* Develop plans and activities to create stronger connections with members.

**4. Community Engagement**

The Executive Officer is responsible for maintaining a positive public profile**.** Key tasks in this area include but are not limited to the following:

* Networking and building relationships with relevant partners, both internally and externally including staff and members.
* Establish and maintain the necessary relationships/contacts with essential stakeholders.
* Act as an ambassador for the organisation and formally represent the organisation as required, working with the Staff and Board.

**5. Community Investments**

* Manage the community partnership and grants program.
* Provide regular reporting for the community investment portfolio/committee.
* Collaborate with relevant company area to coordinate successful events.
* Active member of the Community Investment portfolio/committee.
* Manage a Community Investment database
* Report on partnership and granting activities and results.
* Develop opportunities to grow partnerships and grants.
* Work with funding recipients to develop their understanding of MDCB and the Community Bank model, and ensure they fulfil the requirements of their funding partnership.
* Develop, strengthen and facilitate company projects and programs (e.g. Driver training, Emergency Relief Fund).
* Evaluate Community Impact / ROI / Outcomes from community investment
* Monitor community investment inclusivity to support the whole community

**6. Communications**

Adhering to Bendigo Bank protocols, key tasks in this area include but are not limited to the following:

*Publications*

* Collaborate with Communications portfolio to develop and implementation marketing plans
* Develop and coordinate community specific marketing campaigns.
* Oversee social media.
* Coordinate and prepare the annual report.

*Events*

* Coordinate and ensure events maximise marketing opportunities via engagement, media opportunities and brand awareness.

*Financial Management & Reporting*

* Develop and manage an annual marketing budget.
* Monitor monthly marketing expenses against budget allocation.
* Provide regular financial report on community investment activities.
* Active member of the Communications portfolio.

**7. Human Resources (HR)**

* Support Branch Manager & Board on HR matters, when required.
* Liaise and coordinate with Bendigo Bank on HR requirements.
* Assist Treasurer with matters relating to payroll.
* Ensure staff salaries are aligned with EBA.
* Participate in salary, performance review and professional development.
* Coordinate induction, orientation and compliance of Directors.
* Ensure all Directors are updated on professional development and educational opportunities
* Provide support to branch manager and board on HR matters, including interview panels.

**PERFORMANCE INDICATORS**

* Board feedback on behaviours and role delivery
* Community Feedback
* Efficiency of company records
* Accurate and timely completion of the legal and compliance tasks
* Evidence of development areas and innovation for board consideration
* Effective community partnerships
* Effective reporting on company activities, themes and trends

**KEY SELECTION CRITERIA**

Essential

1. Proven track record of developing, designing and managing projects, events and programs

2. Experience in multi-layered community investment/ strengthening with strong local networks

3. Staff management experience

4. Ability to manage budgets and resources

5. Strong interpersonal and communication skills

6. Effective organisational and planning skills

7. Strong governance skills

8. Relevant qualifications in management, governance, finance and/ or community development or relevant experience

9. Ability to be physically located at Maldon office as required e.g. 2 days a week minimum.

**AGREEMENT**

I have read and understand the above position description and agree to undertake the duties as outlined. I declare that I have no health, medical or other restrictions that

would impact upon my ability or capacity to undertake these duties in a safe manner.

Incumbent Name/ Signature/ Date:

Chair Name/ Signature/ Date: