[insert date]

Kyeema Support Services Inc.

50 Lalor Street

Portland Vic 3305

[insert name]

[insert address]

Dear [name]

I am delighted to formally offer you a position as a Volunteer Director of the Board of Kyeema Support Services Inc., subject to your personal details being submitted to the Australian Charities and Not-for-profits Commission ACNC and the NDIS Quality & Safeguarding Commission. This position is also subject to a NDIS Worker Screening Check being completed as a standard part of Kyeema’s appointment process for new Directors. The appointment is for a period of 3 years.

Your formal commencement date will be confirmed once all administrative and compliance requirements are completed.

**Meetings and Committees**

The Volunteer Board meets a minimum of 6 times a year, currently on a Wednesday from 5:30pm to 7.30pm. The next meeting is Wednesday [insert date], subject to the successful completion and return of the above documentation. Attendance at other meetings may be required from time to time.

You are also invited to join a sub-committee, or any working groups as they arise. Please discuss your interest with our CEO or with me. Board sub-committees currently include:

- Finance Audit & Risk

- Governance

- Housing & Development

- Fundraising (currently in abeyance)

I have attached a copy of the Kyeema Support Services Inc. Rules of Incorporation for your information. Please also find attached the following documents, for your completion:

1. “Consent to become a Director” form, if you could please sign this and return it at your earliest convenience.
2. Declaration of Interests for Board Directors. Please complete this by noting any businesses or community groups you are associated with and return same as soon as possible.
3. Deed of Indemnity.

All Directors automatically become a member of Kyeema, please refer to Section 7 of the enclosed Kyeema Rules of Incorporation. This requires an annual fee of $5.00. An invoice is sent out to all members prior to the AGM each year seeking payment of the membership fee.

**Induction**

We will organise a short induction session with me and with our CEO. You will also receive an information pack.

**Role of Volunteer Director**

Please note it is an ongoing requirement that you disclose director’s interests and any matters which may affect your independence as a director.

In accordance with the general duties of a director under the Association Incorporations Reform Act (Vic) 2012, all Directors must exercise their powers and discharge their duties:

- With the degree of care and diligence of a reasonable person

- In good faith in the best interests of the corporation and for a proper purpose

- And must not improperly use their position

- And must not improperly use any information

Kyeema expects that as a Director you will ensure you are up to date with the responsibilities and capabilities required to operate as a Director on our Board. If you seek professional development in this regard and it is for the benefit of the Board and Kyeema overall, please speak with me or with our CEO. We will be pleased to support this wherever feasible.

We review our board performance on a regular basis, and I will discuss this with you in more detail after your commencement.

If you have any questions, please contact me.

On behalf of the Board, we look forward to your contribution to the life and community of Kyeema.

Would you please sign a copy of this letter where indicated and return to Kyeema.

Yours sincerely

[insert name]

Chairperson

[insert mobile number]

(Encl.4)

I have read and understood the requirements of this role and agree to be bound by the Rules of the Association.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature – [insert name] |  | Date |