



TRUST MEMBER POSITION DESCRIPTION

Overview

Bellbrae Cemetery trust members represent the local community in which the trust and its cemetery is located and have a range of skills, experience and perspectives.

Bellbrae Cemetery is a Class B cemetery and its trust members are appointed under the *Cemeteries and Crematoria Act 2003* for a term of up to five years. Trust members are unpaid volunteers and are eligible to apply for reappointment.

The Trust Member role is suited to local community members with experience in leadership and management, governance and record management, risk management, compliance, policy, accounting and strategic planning who have a genuine interest in devoting time on a regular basis to managing, maintaining and representing the Trust. All Trust Members are actively involved in the oversight and running of the cemetery.

Duties & Responsibilities

Duties and responsibilities of trust members include:

- Providing oversight for cemetery services and ensuring they meet community needs
- Ensuring the cemetery for which the trust is responsible is managed properly and efficiently
- Exercising their power under the *Cemeteries and Crematoria Act* for the intended purpose
- Setting the strategic directions of the trust
- Ensuring systems are in place for effective financial management, records management, risk management and compliance.
- Keeping and rendering proper financial accounts
- Actively participating in the governance of the trust
- Using their own discretion when voting at trust meetings
- Making decisions in good faith by being adequately informed about trust matters and exercising their judgement in the best interest of the trust
- Disclosing real or perceived conflicts of interest and excluding themselves from any further discussion of or voting on any matter relating to the conflict of interest.

Specific duties of Trust Members include (but are not limited to):

- Leading or being part of teams to implement special projects and/or to ensure the smooth day to day management of the Trust. Areas such as the chairperson or deputy chairperson, treasurer, policy review, information management, recruitment, risk management and compliance are examples of such specific duties,
- Attendance at 4 quarterly meetings (currently held during work hours)
- Attendance at additional meetings as required depending on areas of responsibility taken on
- Join the weekly roster to remove dead flowers and ensure the cemetery is looking good (possibly 5 to 6 times per year)
- Attendance at working bees (approximately 6 per year x 2 hours each)

Operational Understanding

Although not mandatory, Trust Members are encouraged to take on the following duties to complement their understanding of the cemetery workings:

- Representation at funerals and interment of ashes
- Meeting with families to assist with choosing of a plot / completion of relevant paperwork

Relevant Skills / Experience

- Local community member
- Community board / committee experience
- Governance / Compliance experience
- Leadership / Project Management
- Financial management skills
- Stakeholder engagement skills
- Policy development and review
- Business management skills
- Information technology skills
- Administration / Clerical skills
- Grant applications
- Funeral / Cemetery sector knowledge
- Horticulture / Landscape Maintenance
- Groundskeeping skills
- Lived experience
- Knowledge of cultural / faith groups

Conduct

Cemetery trust members are expected to act in good faith, fair and impartially, with honesty and integrity, and in the best interests of the trust and their communities. As members of a public entity, trust members:

- are subject to the public sector values outlined in s. 7 of the Public Administration Act, which include responsiveness, integrity, impartiality, accountability, respect and leadership
- must comply with the *Victorian Charter of Human Rights and Responsibilities*
- must comply with the *Code of Conduct for Directors of Victorian Public Entities* issued by the Victorian Public Sector Commission.

Conflicts of interest

A conflict of interest is a conflict between a person's duty as a trust member and their private interests. This conflict exists if a person's private interests influence, or are seen to influence, their decisions or actions as a trust member.

Applicants seeking appointment to a cemetery trust are required to disclose potential conflicts that may arise if their application for appointment is successful.

Diversity

The Victorian Government is committed to ensuring that government boards and committees reflect the rich diversity of the Victorian community. We encourage applications from people of all ages, Aboriginal people, people with disability, people from culturally and linguistically diverse backgrounds and from lesbian, gay, bisexual, trans, gender diverse, intersex and queer people. The trust will provide adjustments to the recruitment process upon request.

Application Process

To apply please email a copy of your resume and a covering letter outlining the relevant skills and experience you would bring to the trust to bellbraect@gmail.com

Any queries please contact our Trust Administrator at bellbraect@gmail.com or 0488 786 130.