****

**Position Description**

## **Board of Directors**

|  |
| --- |
| 3000acres is seeking expressions of interest for multiple positions on the Board of Directors. All board appointments are voluntary and are set at a two-year term.Areas of expertise sought for the 3000acres Board of Directors include; food systems, not-for-profit management, statutory planning, finance, philanthropy, grants administration, legal and governance.  |

### **About 3000acres**

3000acres is a not-for-profit organisation that works to get more people growing more food in more places. We do this by helping community members access land and resources, and by making it easier for resource holders in the public and private sector to share their assets with the community. By doing so, we aim to normalise food growing as an expected feature of healthy communities and resilient urban landscapes.

Established in 2014, 3000acres is managed through a dedicated Board of Directors, our General Manager and a small team of energetic, creative and community-minded staff and volunteers.

### **About the role**

3000acres are appointing multiple new members to our Board of Directors to help set the long-term strategic direction for our organisation. Board appointments will be set at two years with the possibility to extend once (for a maximum of four years in total).

We are seeking a diverse and representative board, where members have an expertise in one or more of the following areas;

* Planning
* Finance/accounting
* Legal/governance
* Community development/food justice
* Philanthropy
* Not-for-profit management

### **Board functions and responsibilities**

The key responsibilities of 3000acres board members are:

* Understanding and promoting the organisation’s mission
* Attending regular board meetings
* Carefully checking finances and General Manager reports
* Completing due diligence for the organisation
* Communicating with the ACNC, including annual reporting
* Contributing to developing and implementing the organisation’s long-term strategic planning
* Providing expertise advice and guidance to the General Manager as required
* Assisting the General Manager with tasks including but not limited to new team member interviews, training sessions, business development outreach, organisational administration, processes and procedures creation and finance development
* Participating in fundraising activities and special events, including meeting with potential donors

### **Time demands (approximate)**

Board members should expect to dedicate no less than five hours per month to their role. All time dedicated to the role is voluntary, and typically includes;

* Attend and actively participate in at least 75% of board meetings (three of four quarterly general meetings). These meetings are 2 hours in length and take place outside of standard work hours. Members are expected to review all meeting papers in advance.
* Availability for additional meetings including strategic planning days, and those called at shorter notice which members should make all reasonable efforts to attend.
* Ad hoc requests for board input or advice from General Manager (as required, approximately 1-2 hours per month)
* Attend special events such as fundraisers and or project launches (approximately 1-2 per year)
* Meet with potential donors/funders to make a case for funding the organisation, answer questions, etc. (approx. 4 hours annually)

### **Key Selection Criteria**

* A demonstrated awareness and passion for the mission of 3000acres to increase food growing opportunities in urban environments;
* Expertise and experience in one or more of the following areas
	+ Planning
	+ Finance/accounting
	+ Legal/governance
	+ Community development/food justice
	+ Philanthropy
	+ Not-for-profit management

Applications should be emailed to Morgan Koegel at morgan@3000acres.org using the subject line: **3000acres Board of Directors, Expression of Interest,** and must include:

* a cover letter outlining your interest in joining the 3000acres Board of Directors, and your suitability according to the key selection criteria
* your CV

**Applications must be received by COB 31 July, 2019.**