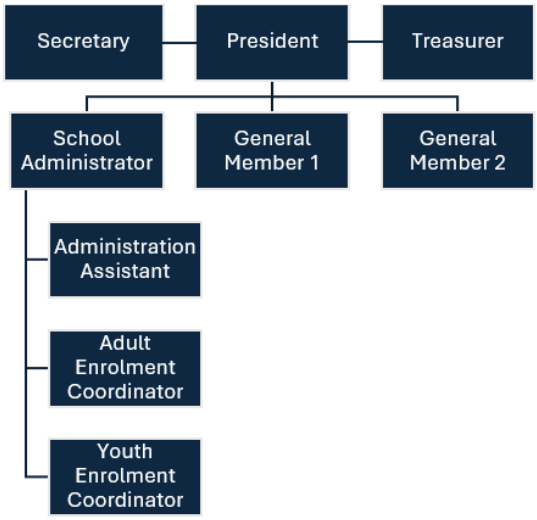
BGLS General Member
Position Description

Position Description	General Member
Reports To	BGLS Executive Committee - President, Secretary & Treasurer
Version	26 October 2026

Position Purpose

Reporting directly to the BGLS Executive Committee, the role of General Member is one which is designed to better facilitate succession planning and a handover process for other roles within the BGLS Management Committee. A General Member may take on specific projects. The primary focus is to ensure the organisation's functions are operating along contemporary lines in a professional and corporate manner. This entails ensuring corporate governance and constitutional functions operate efficiently and effectively to support the ethos of the Brisbane German Language School and its members.



Key Responsibilities

This is a volunteer position and carries no salary or designated hours. The Brisbane German Language School (BGLS) is a not-for-profit organisation. Its mission is to promote the language and culture of German-speaking countries within the Brisbane and broader Queensland community.

As a General Member, your key responsibilities include, but are not limited to:

- Attend monthly Management Committee Meetings;
- Participate in the processes required to make decisions and run the BGLS effectively e.g. exercising voting rights when required;
- To gain, or share, corporate knowledge from/with fellow committee members; and
- Work to complete specific projects for, or on behalf of, the BGLS.

Specific Expectations (Applicable to All Committee Members)

- Work constructively with all other committee members;
- Provide Brisbane German Language School members with open and accountable management;
- Strive to move the Organisation forward in a positive and professional manner;
- Develop and support the implementation of the organisation's vision statement/strategic plan with a view to further enhance and develop long term strategic initiatives;
- Be active in ensuring compliance with the school's Child and Youth Risk Management Strategy, and the Members Protection Policy and all other relevant codes of conduct;
- Observe, update and encourage others to comply with the constitution, policies and procedures, including providing reports and other requested information on the appropriate reporting templates;
- Represent the organisation as required;

- Create ongoing communication/relationships with external community leaders/organisations, including but not limited to federal, state and local politicians;
  German Consulate, Brisbane City Council; other bodies associated with the broader Brisbane German community;
- Ensure open communication and working relationships are maintained with all members (including paid employees, students, and parents) of the organisation;
- Ensure planning and budgeting for the future is carried out in accordance with the wishes of the members; and,
- Scope new funding/fundraising opportunities (business sponsorships, grant applications, Laternenfest, Goethe Institute initiatives, etc).

General Expectations (Applicable to All Committee Members)

To nominate for the position of General Member of the Brisbane German Language School you must:

- Be a current financial member of the Brisbane German Language School (refer to Appendix A);
- Not have declared bankruptcy; nor entered into a deed of arrangement; nor made a composition which remains unpaid; in accordance with the Bankruptcy Act 1966, or corresponding laws of another external territory;
- Not have been convicted on indictment, or sentenced to a term of imprisonment for a summary offence required to be disclosed by the Criminal Law (Rehabilitation of Offenders) Act 1986;
- Must strive to take sound, measured and considered approaches to all aspects pertaining to the role;
- Have no outstanding disciplinary action, must not have been in any adverse disputes, discipline, or court action involving the Brisbane German Language School;
- Be eligible to obtain clearance for working with children (Blue card), or an exemption in accordance with the Working with Children (Risk Management and Screening) Act 2000.
- Ideally have previously served on a management level committee (of the BGLS or another community organisation);
- Ideally have previous experience in fundraising for a community organisation;
- Ideally have an interest in German language and culture;
- Have experience, and or the ability to fill a leadership role in a volunteer-based organisation, which includes a good understanding of financial statements and administration needs;
- Have knowledge of modern governance practices, including risk management, child protection, and OH&S compliance;
- Have knowledge of, or the ability to gain understanding of, the statutory requirements affecting not-for-profit organisations;
- Have a high standard of oral communication, interpersonal skills, and effective volunteer management skills;
- Have good listening and project management skills; and,
- Have an understanding of, or the ability to gain understanding of, the Codes of Conduct and Membership Protection Policies.

Other Information

Re-election Period:

- Annually at AGM

End of Term Handover: A General Member is gaining corporate knowledge about the BGLS and ideally has their sight set on a particular role (President, Vice President, Treasurer, Secretary, Enrolment Coordinator, or Marketing Coordinator). Alternatively, a General Member may be a former President, Vice President, Treasurer, Secretary, Enrolment Coordinator or Marketing Coordinator who would like to reduce their responsibilities/workload while maintaining a connection with the BGLS by providing continued guidance and support to the committee. The typical handover processes for General Members may therefore differ to that of other positions.

Appendix A: BGLS employees who serve on the BGLS Management Committee are exempt from paying the BGLS Annual Membership fee, unless they claim the complimentary tuition bonus awarded to BGLS Management Committee Members.