



Position: General Member

Reporting to: BGLS members and BGLS community

Version: April 2022

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.

Purpose of Position

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.

Pre-requisites (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.
- 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 (*Bluecard*), 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.

Responsibilities and Duties

Specific to the Role of General Member

- To gain or share corporate knowledge of the BGLS from/with fellow committee members.
- Work to complete specific projects for, or on behalf of the BGLS.

General (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).

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.