

Trust chairperson position description

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| Cemetery trust |  |
| Date issued |  |

## Overview

Cemetery trust members represent the local communities in which the trust and its cemeteries are located and have a range of skills, experience and perspectives. Class B cemetery trust members are appointed under the *Cemeteries and Crematoria Act 2003* for a term of up to five years. Class B cemetery trust members are un-paid volunteers and are eligible to apply for reappointment.

Class B cemetery trust chairpersons are elected by the trust from appointed trust members for a period determined by the trust.

## Duties and responsibilities

Duties and responsibilities of chairpersons include:

* leading the cemetery trust
* ensuring each public cemetery for which the trust is responsible is managed properly and efficiently
* exercising their power under the Cemeteries and Crematoria Actfor the intended purpose
* setting the strategic directions of the trust
* ensuring systems are in place to enable effective financial management and records management
* keeping and rendering proper financial accounts
* ensuring services provided by the trust meet community needs
* making decisions in good faith by being adequately informed about trust matters and exercising their judgement in the best interest of the trust
* ensuring the trust’s performance and accountability
* acting diligently and prudently in managing the business of the trust
* setting the trust’s meeting dates and agendas, and ensuring key issues are discussed at meetings
* exercising procedural control at trust meetings
* facilitating discussions at trust meetings by ensuring all trust members have the opportunity to speak and decisions are properly understood and minuted
* managing potential conflicts of interest appropriately by ensuring disclosed conflicts of interest are recorded in meeting minutes and that any trust member who has disclosed a conflict of interest takes no further part in the discussion of or vote on any matter relating to the conflict of interest
* building an effective and cohesive trust with the necessary skills and capabilities
* assisting trust members in understanding their role, responsibilities and accountability
* maintaining a skills matrix of all trust members
* arranging adequate support for trust members
* ensuring all trust members actively participate in the governance of the trust
* welcoming new trust members and leading the induction process
* representing the trust to external parties and managing the principal relationships of the trust
* ensuring relevant policies are brought to the attention of trust members
* ensuring the department is informed as soon as practicable of significant issues of public concern in relation to the trust or services provided by the trust
* ensuring the department is informed as soon as practicable of significant risks that affect, or may affect, the trust or services provided by the trust.

Chairpersons have legal obligations and duties under common law and under the Cemeteries and Crematoria Act, Cemeteries and Crematoria Regulations 2015, *Public Administration Act 2004* and other relevant state and federal legislation.

## Conduct

Chairpersons 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, chairpersons:

* 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.

## Relevant skills and experience

* Leadership
* Local community member
* Community board / committee experience
* Sector knowledge
* Governance experience
* Financial management skills
* Clerical / administration skills
* Business management skills
* Stakeholder engagement skills
* Information technology skills
* Lived experience
* Knowledge of cultural / faith groups

## 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 cemetery trust will provide adjustments to the recruitment process upon request.

## Contact

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| Cemetery trust phone number |  |
| Cemetery trust email address |  |
| Cemetery trust postal address |  |