

Member of the Board of Directors Fundraising Portfolio

Job Description and Expectations

Purpose

To advise and assist with the leadership and general promotion of fundraising for The Bower Reuse and Repair Centre so as to support the organization's mission and needs.

Summary of Position

As a member of the board support the General Manager on the fundraising portfolio with a focus on crowdfunding and philanthropy.

This board position will suit someone who is passionate about fundraising and the reuse and repair of preloved goods.

Context

The Bower has grown substantially over the last 20 years and has gained a lot more support and acknowledge for its pioneering work in promoting reuse and repair.

The focus of the board directors is to capitalize on this positive profile and to invest further in our growth. The fundraising programs we have been running on a small scale suggest that there is potential to generate large income via a smart fundraising program.

The Bower is an independent, community-based, non-profit organisation limited by guarantee. It is also a registered charity in New South Wales and is eligible to receive tax-deductible donations.

Our mission is to pioneer programs to reduce the amount of waste entering landfill through reclaiming household items and building materials for reuse, repair, and resale at affordable prices. We have a series of workshops and courses for the public from basic carpentry to woodwork and building tiny houses as well as four operating centres in Marrickville, Zetland (electronics workshop), Parramatta, and Redfern (woodwork workshop).

The Bower operates with a small staff of 15 people and an army of dedicated volunteers who are without doubt the lifeblood of the organisation. Its directors and advisors assist on an honorary basis and as The Bower receives no Federal, State or Local Government funding. The organisation exist through the income it derives from its sales, the services it provides to councils and the workshops they run.

***Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Review of organizational and programmatic reports
- Promotion of the organization

**Members of the board share these responsibilities while acting in the interest of The Bower. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Length of term: 2years, which may be renewed upon application to the board.

Meetings and time commitment:

- The board of directors meets 8-10 times a year usually at one of the Bower's venues on a Saturday or on an evening. Meetings typically last 2 to 3 hours.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Keep abreast of the developments with The Bower and read documentation and correspondence in between meetings.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by The Bower mission, objectives, and programs.
- Help communicate and promote the mission and programs to the community.
- Become familiar with finances, budget, and financial/resource needs.
- Understand the policies and procedures

How to apply:

If you feel you wish to contribute through joining our board please contact asap the board search committee via email to Guido Verbist General Manager The Bower at: gm@bower.org.au and to Michelle Sheather board member on the search committee at: elle232@gmail.com or call Guido Verbist on 0459 999 110.