



LORD MAYOR'S
DISTRESS RELIEF FUND

Expression of Interest Board Membership

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Expression of Interest: New Board Members

Introduction to the Lord Mayor's Distress Relief Fund ([LMDRF](#))

The Lord Mayor's Distress Relief Fund (the Fund) was established in 1961, following the disastrous Dwellingup fires where 123 people were left homeless and the timber towns of Holyoake, Nanga Brook, Marrinup and Banksiadale were completely burnt out. The Fund was established in conjunction with the State Government to provide financial assistance to individuals for the alleviation and relief of distress, suffering and personal hardships, brought about by any disaster or emergency within Western Australia declared by the Western Australian Government or for which the LMDRF Board considers assistance is warranted.

The Fund is incorporated under the Charitable Collections Act and has Australian Taxation Office tax deductibility status. The Fund is administered by an independent Board which consists of up to 11 members.

The City of Perth has supported the Fund since its inception. The City of Perth seeks no reimbursement for the costs associated with providing support to the Fund. 100% of donations raised through appeals goes directly to those in need.

Board Recruitment

LMDRF is currently seeking 2-3 new board members with expertise in one or more of the following key areas:

- Law/Legal issues
- Government
- Community
- Governance
- Public Relations
- Emergency Management

- Not-for-profit board experience
- LMDRF is also seeking applicants with a desire to develop board leadership (position holding) experience
- Knowledge and understanding of all relevant legislation, obligations and regulatory frameworks ([Associations Incorporation Act 2015 \(WA\)](#) & ACNC)

Board Background

LMDRF is governed by a Board of Directors consisting of up to eleven members. The role and responsibilities of the Board are outlined in the [Constitution](#).

Approach to Governance

The role of the Board is to govern LMDRF to ensure its aims and objectives are met whilst also acting ethically and prudently, remaining within the law and meeting specifications set out in the organisation's Constitution. The Board establishes the desired ends (outcomes) and monitors performance in achievement of those ends.

The Board is committed to:

- Providing strategic leadership by articulating a clear vision for LMDRF
- Driving the strategic direction of LMDRF.

Specific Tasks of the Board

1. Produce and review policies that define the reason for LMDRF's existence and specify in concrete terms what specific outcomes, products, results or impacts are required of the organisation.
2. Determine activation and allocation of funds in the event of a disaster.
3. Review reports and monitor the performance of LMDRF.

4. Responsible for good governance to ensure that the Board competently conceives, carries out and monitors its task, including establishing and regularly reviewing its philosophy of accountability, outputs, processes and rules of discipline.

Required Commitment of Board Members

Board members are required to:

- Act at all times in ways that are consistent with the best interests of the LMDRF and the people it serves.
- Attend as many meetings of the Board as is possible.
- Prepare for meetings by thoroughly reading all briefing materials.
- Participate in a collective decision-making process, and then fully support decisions made by the Board through that process.
- Promote the interests of LMDRF where possible/appropriate.
- Exercise their powers with due care and diligence.
- Ensure that any business decisions are made in good faith and in the best interests of the association.
- Not make improper use of information or their position for personal gain or to cause detriment to the association.
- Disclose and manage conflicts of interest.
- Exercise powers in accordance with the rules of the association.
- Not allow the association to incur a debt when the association is insolvent or there are reasonable grounds to believe the association will become insolvent.

Board Meetings

The Board meets as and when required but at least twice a year at Council House, Perth. Meetings commence at 12pm and finish at approximately 1:30pm in person or, if necessary, online. The Board may also convene meetings at short notice as and when is required in response to any disaster or emergency within Western Australia.

Key Selection Criteria for Board Members

The Board of Directors at LMDRF is currently seeking new members who have the following skills and characteristics;

- A commitment to the LMDRF Constitution.
- Demonstrated leadership experience - LMDRF recognises and values diverse forms of leadership, both formal and informal.
- Collaboration skills and relationship building.
- Demonstrated capacity to exercise authority constructively.
- Experience, knowledge and/or skills in any of a range of areas such as law and legal, government, community, governance, public relations, emergency management.
- High performance standards

Expressions of Interest Process

Expressions of Interest to join the LMDRF Board, (comprising a single page covering letter briefly addressing the Key Selection Criteria and a CV), addressed to Michelle Reynolds, Secretary, can be sent to LMDRF@cityofperth.wa.gov.au.

A Selection Committee consisting of Board members and the Presiding Officer will interview potential new members before making a recommendation to the Board regarding the application.