



Beacon of Hope
Foundation

2024

Information for Prospective Governance Volunteers

Beacon of Hope Foundation



Beaconhills
College



Beacon of Hope Foundation



INTRODUCTION

The Beacon of Hope Foundation honours the vision and service of our founders and the spirit of giving which defines our school.

The Beacon of Hope Foundation encompasses the College's many giving and service programs, locally and abroad. The Foundation has three funds.

COMMUNITY RELIEF FUND

Supporting local, national and international communities through the delivery of support programs for those in need.

- The Community Relief Fund is a gift recipient fund and not tax-deductible.
- Volunteering personal or professional time is also welcomed, as part of the College philosophy of citizenship and service.

COMMUNITY EDUCATION SUPPORT FUND (CESF)

Providing bursaries and scholarships to support College families in need, or students unable to access a Beaconhills education.

- Recipients of the CESF are determined via an application process. The fund was established for the charitable purposes of advancing education.
- Donations to this fund are tax-deductible.

BUILDING FUND

Building and enhancing Beaconhills facilities to improve our learning spaces for current and future students.

- The Beacon of Hope Building Fund accepts tax deductible donations or gifts from the community to support our students' holistic education.
- Donations are used to enhance or upgrade the College's buildings and capital works.

BEACON OF HOPE FOUNDATION STRUCTURE



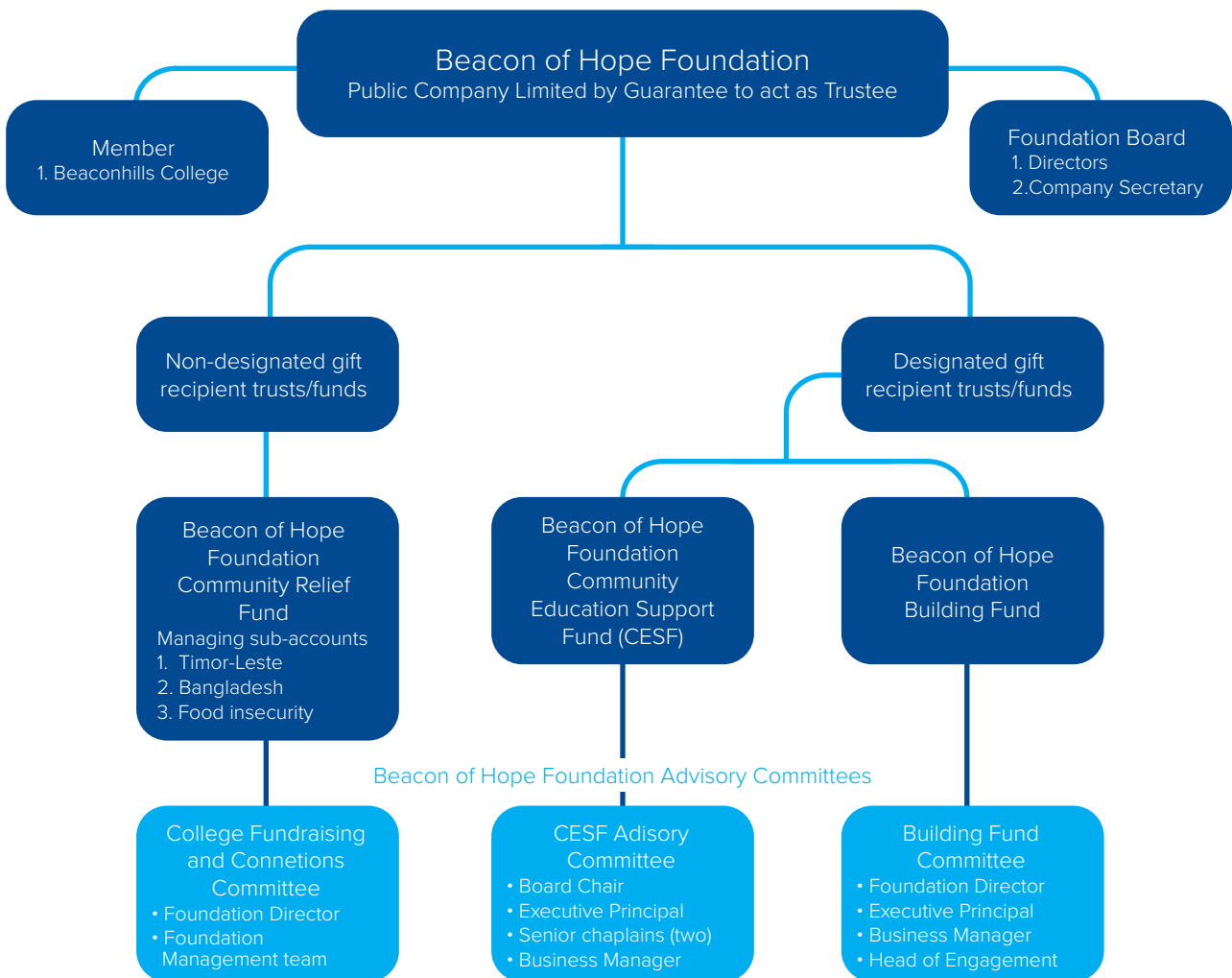
Beacon of Hope Foundation

The Beacon of Hope Foundation is a separate Company Limited by Guarantee, established as a charity and registered with the ACNC (Australian Charities and Non-for Profits Commission).

The Foundation is led by a Board, which comprises members of the Beaconhills College community - current and past - who develop the philanthropic strategies for the school and build positive relationships between the school and its various communities. The Beacon of Hope Foundation carries out its important work via three subcommittees:

1. **The Building Fund Committee** fundraises for major capital works.
2. **The CESF Advisory Committee** encourages donations as well as philanthropic support for scholarships, and bursaries.
3. **The Fundraising and Connections Committee** encourages donations as well as philanthropic support and builds positive relationships between the school and its communities through initiatives.

The Beacon of Hope Foundation acts as the trustee for three charitable trusts as outlined in this structure:



VOLUNTEER SKILLS AND EXPERIENCE

Governance volunteers serving the Beacon of Hope Foundation Board play a crucial role in guiding philanthropic efforts and ensuring success. There are a number of key philanthropic skills that are generally valuable for Foundation Board members and Board advisors to have:

1. Corporate governance
2. Risk and regulatory compliance
3. Corporate strategy
4. Finance
5. Philanthropy and fundraising
6. Education
7. Legal services
8. Community engagement
9. Community services
10. Church affiliation.

Personal attributes

As referenced by our Board Charter, the College seeks the following personal attributes in its governance volunteers:

1. Support of Beaconhills core values of *Respect*, *Compassion* and *Integrity* underpinned by our Christian ethos
2. Interpersonal skills and integrity: A high standard of personal values and the ability to respect the confidentiality of the organisation's deliberations including:
 - a. The ability to work positively, co-operatively and respectfully with others
 - b. Demonstrating ongoing commitment to ethical standards and behaviours
 - c. Proven abilities in working as part of a team
 - d. Understanding and commitment to the core values and purpose of the College as set out in the Constitution.
3. Service culture/mindedness: Fostering a service culture and supporting the common good of the community
4. Commitment to serving the interests of the College, its Foundation and the education of young people.

ROLES AND DUTIES | BOARD ADVISORS

Through recommendations from the College Board's Nominations Committee, the Beacon of Hope Foundation Board may appoint Board directors and Board advisors, at any time, to share particular skillsets and experience as part various governance and committee groups. The overarching intent is to assist the Foundation Board with its decision-making and strategic direction.

Prospective directors may be required to complete an initial two-year service tenure as Board advisors to gain relevant experience in College governance, including attending any governance training sessions and key governance events. The College Board appoints Board advisors to provide skills-based advice to the committees or the Foundation Board as non-voting members.

The College has also established a Governance Register as a database of interested, suitably-experienced and qualified community members, able to support ongoing appointments into governance roles. Volunteers on the register may be considered for a range of governance roles by the Nominations Committee, in line with the skills and representation matrix.

Beaconhills College holds shared expectations across all governance roles for confidentiality and conduct standards. All governance volunteers are required to sign confidentiality agreements, which will cover the full duration of their service period with the College.

ROLES AND DUTIES | BOARD ADVISORS (CONTINUED)

Beaconhills College is committed to providing a child safe and child friendly environment. As part of our Child Safety Program, all volunteers must complete the Beaconhills volunteer registration process and provide Working with Children Check details.

Each governance volunteer must complete the following steps before beginning their term of service:

1. [Beaconhills College Child Safe Induction \(Board Advisor\)](#) online form
2. Complete and return the following:
 - a. *New Board Advisor/Company Member Registration Form*
 - b. *Confidentiality Agreement*
 - c. *Conflict of Interest Declaration Form.*

As part of their induction, governance volunteers will be provided with the following information:

1. The latest *Annual Report*
2. The latest *Annual General Meeting Report*
3. Committee specific access to the Governance Teams area where documents are stored for Board and committee meetings.

Please note: Governance volunteers are required to undertake periodic compliance training and development appropriate to their role and duties.

ROLES AND DUTIES | THE FOUNDATION BOARD

The Foundation Board of Directors play an important networking, advisory and advocacy role in support of its activities. Foundation Board directors focus on the strategic direction and performance of the Foundation and provide support and assistance with the development of fundraising strategies set in place to support the College.

Board composition

All directors of the Foundation Board are recommended and formally appointed by the College Board, via its Nominations Committee, and may comprise of:

1. Five (5) to seven (7) Board directors, including:
 - a. The College Board Chair
 - b. The Executive Principal
 - c. A College Board director
 - d. A Parents & Friends' Association (P&F) representative
 - e. A College alum community member
 - f. A church representative
 - g. A community member.
2. Company Secretary appointed by the College Board - generally the Business Manager
3. Head of Engagement and Head of Citizenship and Service.

Foundation Board positions are renewed annually by the College Board unless otherwise appointed for a specific term.

MEETINGS | TIME COMMITMENTS

Board and committee meetings are held from February to November each year. In general, these sessions are held on Mondays (via Teams) starting at either 5.30pm or from 7pm. The College often runs different committee meetings on the same evening eg session 1 at 5.30pm and session 2 at 7pm.

The fall of public holidays and school terms may mean that occasionally, some meetings may fall on a Tuesday evening rather than the Monday.

Meeting calendars are prepared and distributed well in advance.

Governance group	Meetings per year	Location	Time (approx)
Beacon of Hope Foundation Board	3	Teams	7pm
Building Fund Committee	2	Teams	5.30 or 7pm
Community Education Support Fund (CESF) Advisory Committee	2	Teams	5.30pm
Fundraising and Connections Committee	2	Teams	5.30 or 7pm

FURTHER INFORMATION

Should you require any further information please contact the Beaconhills College Company Secretary, David Young via email at david.young@beaconhills.vic.edu.au or phone (03) 5945 0216.

If you are interested in becoming a Foundation Board member, please complete the attached *Expression of Interest Form* and return it via email to the Beaconhills College Company Secretary, David Young at david.young@beaconhills.vic.edu.au

ATTACHMENTS

1. *Expression of Interest Form*



Beacon of Hope
Foundation

Making a difference
in the lives of others.

Governance roles

Expression of Interest

✉ Please return this form to the Beaconhills College Company Secretary, David Young via email David.Young@beaconhills.vic.edu.au

Personal details

Date	Surname	Given names
Mobile	Occupation	
Qualifications		

Why are you interested in serving in a governance role at Beaconhills?

Please list any historical connections you may have to Beaconhills.

Have you worked or volunteered in any not-for-profit organisations?

How do you see your personal values and passions aligning with the work of the Beacon of Hope Foundation?

What are your areas of interest?

Offices held/governance roles: eg Board Advisor

✉ Please complete Page 2 of this form.



Beaconhills College
IN ASSOCIATION WITH THE ANGLICAN & UNITING CHURCHES



Contact us on foundation@beaconhills.vic.edu.au
or beaconhills.vic.edu.au/community/our-foundation/

ABN 35 531 570 415 ACN 643 023 634

Relevant experience and qualifications

✎ Please provide a summary or dot point list of your relevant experience and qualifications (if applicable) in any of the areas listed below.

Corporate governance

Risk and regulatory compliance

Corporate strategy

Finance

Philanthropy and fundraising

Education

Legal services

Community engagement

Community services

Church affiliation



BEACONHILLS COLLEGE

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Pakenham VIC 3810

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