



Beacon of Hope
Foundation

2026

Foundation Governance Information Booklet

For prospective volunteers



Beaconhills
College

INTRODUCTION

Beaconhills has a proud tradition of outstanding governance spanning over 40 years, where members of our community have volunteered their time and expertise, making a lasting contribution to the College we enjoy today.



The College is also extremely fortunate to have had a wonderful tradition of giving throughout its history; this is reflected in the ethos of the school community for which we are deeply grateful.

The landscape of charity fundraising has changed a great deal over the 43-year history of the College and in 2021, the Board established the Beacon of Hope Foundation as a separate entity to undertake the governance of Beaconhills fundraising and service programs.

The work of the Beacon of Hope Foundation encompasses the College's many service initiatives, both locally and abroad, to improve the lives of others. Directors and Board Advisors may be appointed to the Beacon of Hope Foundation Board along with key College staff members. The Foundation Board represents a great opportunity for volunteers to share key fundraising and philanthropy skills and expertise to strategically grow our giving and service programs.

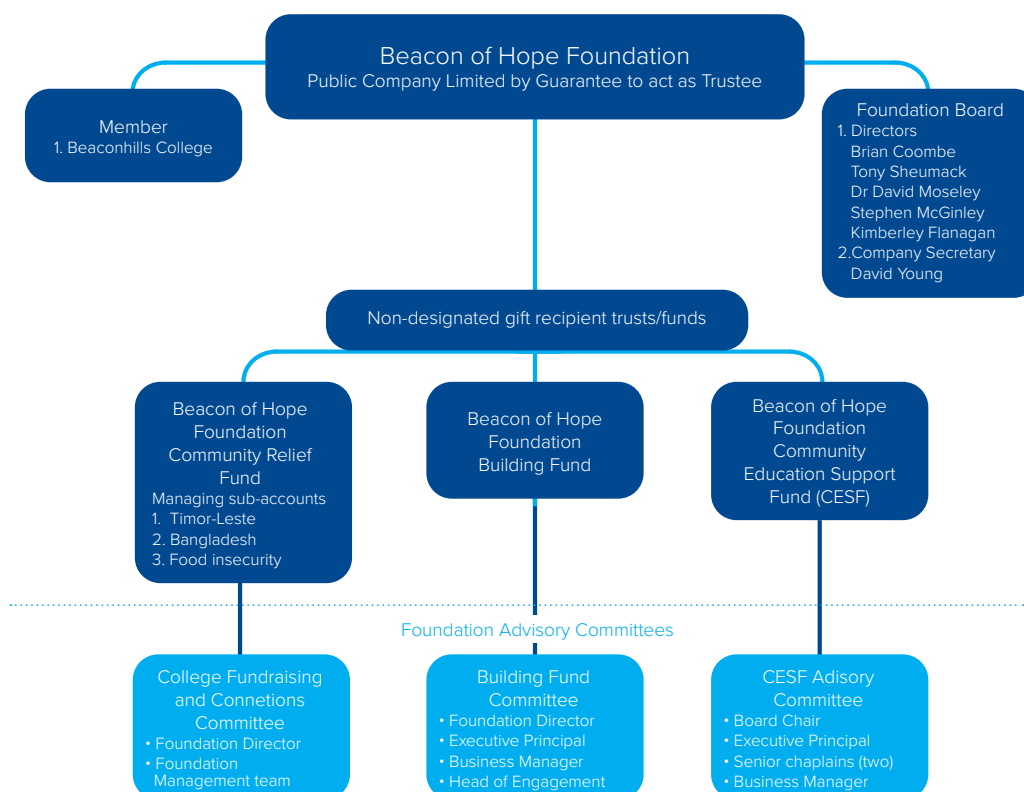
BEACON OF HOPE FOUNDATION STRUCTURE

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 Community Education Support Fund (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 outlined in the structure below:



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 several key philanthropic skills that are generally valuable for Foundation Board Members and Board Advisors to have including:

1. Corporate governance
2. Risk and regulatory compliance management
3. Corporate strategy
4. Financial management
5. Philanthropy and fundraising
6. Education
7. Engagement, networks and relationship building
8. Community services
9. Faith

Personal attributes

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

1. Support of BeaconsHills 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, cooperatively 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.
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ROLES AND DUTIES | BOARD ADVISORS

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

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

Following the two-year service period, the Nominations Committee will consider active Board Advisors for other governance roles including directorship or rotation onto the Governance Register. The terms of service for governance volunteers are aligned with Annual General Meeting (AGM) cycles, i.e. will often conclude or be extended according to College AGM cycles.

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.

BeaconsHills 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 and/or the Foundation, and committee meetings.

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 a Working With Children check.

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

1. [Beaconhills College Volunteer Registration](#) process
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 periodical compliance training and development appropriate 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's philanthropic activities.

Board composition

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

1. A minimum of three (3) and a maximum of ten (10) Board Directors, including:
 - a. The College Board Chair
 - b. The Executive Principal
 - c. A College Board Director
 - d. A Parents and Friends Association (P&F) representative
 - e. A College alum/ community
 - f. A church representative
 - g. A community member
2. Company Secretary appointed by the College Board - generally the Business Manager
3. The Head of Engagement and the Head of Citizenship and Service

Foundation Directors may be appointed by the College Board for up to three (3) years and Foundation Board Advisors may be appointed for a period of up to two (2) years. The Foundation Board Chair may be appointed for a period of up to five (5) years. The College Board has discretion to extend or remove Foundation Board appointments.

PATHWAYS TO BOARD GOVERNANCE

Governance experience offers a valuable opportunity to develop leadership and management skills. Members of our governance groups are eligible for professional development and training opportunities through Independent Schools Victoria (ISV).

New governance volunteers are required to complete an initial two-year term as Board Advisors to gain relevant College governance experience, including attending training sessions and key events.

For interested candidates, the first step is to complete and submit an Expression of Interest (EOI) Form, along with your resume or Curriculum Vitae (CV). As part of the EOI process, volunteers are invited to meet with the Executive Principal. This session covers important aspects of the College governance framework, including a candidate's suitability for future governance opportunities and confirming their profile in the context of our skills and representation matrix. It also provides an excellent opportunity for interested parties to ask questions and learn more about governance roles and responsibilities.

Each EOI is evaluated by the Nominations Committee, with subsequent recommendations made to the College Board for ratification. At the conclusion of the EOI process, applicants will either be moved into a Board Advisor role or placed on the Governance Register. Please note that due to high levels of interest, vacancies may be limited.

MEETINGS | TIME COMMITMENTS

Board and committee meetings are held from February to November each year. In general, these sessions are held on Mondays starting between 4pm and 7pm. The College may hold multiple committee / Board meetings on the same evening i.e. session 1 at 4pm, session 2 at 5.30pm and session 3 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.

All Board and committee members are expected to attend meetings and, where a volunteer is unable to attend, they are required to provide apologies in advance of the meeting. The College uses electronic platforms to communicate and set meetings (Microsoft Outlook) along with an application that houses governance meeting materials (BoardPro).

Governance group	Meetings per year	Location	Time (approx)
Beacon of Hope Foundation Board	3	Teams	5.30pm or 7pm
Building Fund Committee	3	Teams	5.30pm or 7pm
Community Education Support Fund (CESF) Advisory Committee	1	Teams	4 - 5pm
Fundraising and Connections Committee	3	Teams	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 Board or company member, please complete the attached *Expression of Interest* Form and return it via the email listed above.

ATTACHMENTS

1. Foundation Governance Framework
2. Expression of Interest Form

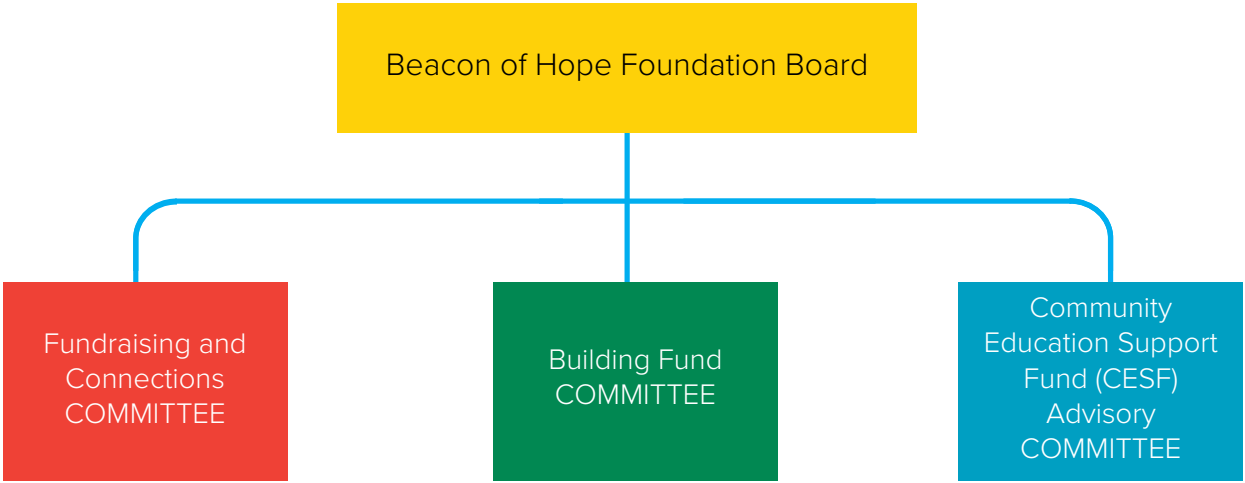
Beacon of Hope Foundation | Governance



- Representational group
- College Board Chair
 - Executive Principal
 - College Board Directors
 - Parents and Friends
 - Church
 - Alumni/Community
 - Community

Foundation Board
Current composition
◆ 1 x College Board Chair
◆ 1 x Executive Principal
◆ 1 x College Board Director
◆ 1 x Parents and Friends
◆ 1 x Alumni/Community
◆ 1 x Church
◆ 1 x Community

- College Staff Allocations Include:
- The Business Manager/ Company Secretary
 - The Head of Engagement
 - The Head of Citizenship and Service
 - Senior Chaplains





Beacon of Hope
Foundation

Making a difference
in the lives of others.

Governance roles

Expression of Interest

✉ Please return this form to the Assistant Company Secretary via email Fonu.Emberson@beaconhills.vic.edu.au

Personal details

Date	Surname	Given names
Mobile	Occupation	
Qualifications		
Email		

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

Networks and relationship building

Community engagement

Community services

Faith



BEACONHILLS COLLEGE

PAKENHAM CAMPUS

30-34 Toomuc Valley Rd,
Pakenham VIC 3810

BERWICK CAMPUS

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www.beaconhills.vic.edu.au

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