

Trust member 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.

## Duties and responsibilities

Duties and responsibilities of trust members include:

* providing cemetery services
* 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
* actively participating in the governance of the trust
* using their own discretion when voting at trust meetings
* making decisions in good faith by being adequately informed about trust matters and exercising their judgement in the best interest of the trust
* disclosing real or perceived conflicts of interest and excluding themselves from any further discussion of or voting on any matter relating to the conflict of interest.

Trust members 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

Cemetery trust members 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, trust members:

* 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

* Local community member
* Community board / committee experience
* Sector knowledge
* Governance experience
* Groundskeeping skills
* 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 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 |  |