

## **POSITION DESCRIPTION**

### ***Technical Director***

***(Finance /Cooperative Business Management )***

***Common Equity Housing Ltd***

#### **Position on the Board of Directors**

The Board of CEHL is advertising for a Technical Director following a recent resignation from the Board.

The Board of CEHL is comprised of 5 elected tenant members nominated by their co-operative and elected by shareholders at the AGM and 6 Technical Directors appointed by the Board for their technical expertise.

All Directors are required to demonstrate a strong commitment to co-operatives principals and the development of tenant co-operatives.

Under the company's constitution Technical Directors are selected for their technical expertise at law, accounting, social housing, real estate, finance or similar areas.

It is the intention of the Board to ensure there is a range of expert skills amongst Directors to cover all the above areas.

The Board meets monthly usually on the 4<sup>th</sup> Wednesday of each month at 6 pm.

Typically the meeting would be completed by 8.30 pm but this may vary dependent on the business at hand.

Directors may be required to attend sub committee meetings or the occasional special meeting to consider particular issues that may arise from time to time.

CEHL Board is seeking to fill the vacant position with a Technical Director that can demonstrate strong financial or business administration skills as well as other pre requisites as detailed in the selection criteria.

CEHL is seeking people with a commitment to providing affordable housing to lower income Victorians through rental programs that promote tenant participation and tenant responsibility for the provision of their housing.

Applicants will need to demonstrate a level of commitment to the provision of affordable, self managed rental housing program plus a level of expertise in the disciplines listed above.

Directors are entitled to modest sitting fees and travel allowances to cover the costs associated with attending Board meetings.

### **Selection Criteria**

Applicants will need to demonstrate the following;

A minimum of 5 years of senior management experience in either Business or Financial Management.

Support for the mission statement and vision of CEHL.

Previous involvement in the co-operative or voluntary sector.

An understanding and commitment to providing affordable rental housing to low income families or singles.

A commitment to consumer participation and decision making.

Meet all eligibility criteria to be appointed a Director under the Corporations Act 2001

Expressions of interest should be lodged with the Company Secretary  
C/- Common Equity Housing Ltd  
112 Balmain St  
Richmond

By the 22nd March 2010

Details of the company and the CERC program can be obtained on the CEHL website at [www.cehl.com.au](http://www.cehl.com.au)

## **ABOUT COMMON EQUITY HOUSING LTD**

Common Equity Housing Ltd is a registered Housing Association under the Victorian Housing Act.

CEHL is unique amongst Housing Associations as it is committed to providing all its housing through the formation of tenant co-operatives whereby residents of properties are required to be active participants in the management and operation of each co-operative's portfolio of properties.

CEHL is committed to the support and further development of housing co-operatives as an effective way of offering secure, affordable housing to low and moderate income Victorians.

CEHL administer a range of housing co-op models but the majority of properties are leased to co-operatives under the Common Equity Rental Housing Cooperative (CERC) program.

A CERC is an independent voluntary organisation (usually comprising between 10 to 24 households) that provide a supportive environment for its tenant members. Members take responsibility for the carrying out of all tasks associated with running a housing cooperative, including:

- financial administration,
- collecting rent,
- arranging house maintenance,
- selecting new tenant members and
- keeping all associated records.

CEHL also administered Community Housing Co-operatives where professional staff are employed to deliver tenancy services to co-operatives usually comprising a larger portfolio of properties.

CEHL is committed to the establishment of further housing co-operatives targeted to identified populations considered to be disadvantaged in the current housing market due to affordability, security or location issues.

