



SHRINE GOVERNOR (Honorary Role)

Initial appointment of two years
with potential re-appointment

VERSION	2.1		
APPROVED BY SHRINE CEO		DATE	APRIL 2025
APPROVED BY SHRINE CHAIR	PER BOARD RESOLUTION	DATE	16 APRIL 2025

THE SHRINE OF REMEMBRANCE

The Shrine of Remembrance is Victoria's pre-eminent memorial to the service and sacrifice of Australian men and women in times of war and peacekeeping. It is a building with a soul, featuring the stories of extraordinary people whose efforts and experiences helped shape our nation.

A Melbourne icon, the Shrine is consistently ranked among the nation's leading visitor attractions. Major interpretative galleries within the monument facilitate provision of enhanced exhibition, education and learning programs to over one-million people each year.

CHARTER, VISION, MISSION AND VALUES

Charter — The objectives of the Shrine of Remembrance are defined in the *Shrine of Remembrance Act* (1978) (the Act), as are the duties of Trustees, which are:

1. Responsibility for the care, management, maintenance, preservation of the Shrine of Remembrance;
2. The development, promotion, management and the staging of ceremonial activities and events to commemorate the service and sacrifice of Victorians and Australians in war, conflict, peacekeeping and peacemaking, including, but not limited to, wreath laying and other ceremonial or commemorative activities; and
3. The development, promotion, management and implementation of public programs to inform, education and promote understanding among Victorians and visitors about the history, experience, service and sacrifice of Victorians and Australians in war, conflict, peacekeeping, and peacemaking, including, but not limited to, exhibitions, lectures, publications, school learning and outreach programs.

Purpose — To honour the service and sacrifice of Victorians and Australians in war, conflict, peacemaking and peacekeeping.

Vision — To be the most special place at which to reflect on the way of life we value, defended by the service of so many.

Mission — We will memorialise those who have served in war, peacemaking and peacekeeping, engaging through education and storytelling. We will be acknowledged for our leadership and cultural significance.

Values — The Shrine will adhere to, and be known for, the values of:

Respect	For people and their stories
Inclusion	Providing a welcoming place for all
Integrity	In our actions and our relationships
Loyalty	To our purpose
Service	To community

THE OPPORTUNITY

Section 4H of **the Act** provides for the appointment of Shrine Governors:

1. (1) The trustees may from time to time appoint, in writing, any person whom the trustees consider fit to be Governors of the Shrine of Remembrance.
2. (2) A Governor holds Office for the period, not exceeding 5 years, specified in his or her instrument of appointment, but is eligible for re-appointment.
3. (3) The functions of a Governor are to assist the trustees with the conduct of ceremonial activities related to the Shrine of Remembrance and to carry out such other duties as the trustees may from time-to-time request.

ORGANISATIONAL RELATIONSHIP

The Board of Trustees is the governing body of the Shrine of Remembrance. Two distinct Governor groups assist the Board in performance of ceremonial activities: Life Governors and Governors. Life Governors are former trustees appointed by the Governor in Council. Governors are selected and appointed by the Board.

Governors are accountable to the Board through the CEO. The Shrine's Ceremonial Committee routinely monitors the activities of Governors in the conduct of their duties and makes recommendations to the Board relating to re-appointment of serving Governors.

While performing their assigned duties, Governors are supported by Visitor Experience directorate staff responsible for delivery of the Shrine's ceremonial program.

DUTIES SPECIFIC TO THE ROLE

- At the Shrine:
 - Host ceremonial activities on behalf of the Board of Trustees and act as MC at commemorative services at the Shrine of Remembrance with live and broadcast audiences.
 - Welcome and liaise with ex-service and veteran organisation representatives (including VIPs), service participants, attendees and visitors.
 - Assist the Shrine's Ceremonial Program Manager to address matters of ceremonial protocol with service organisers.
 - Establish and maintain positive relationships with other members of Shrine Personnel and the Shrine Guard.
- Following services: participate in the evaluation and ongoing improvement of services by submitting recommendations to the Ceremonial Committee.
- Participate in Life Governor and Governor meetings (in person or virtually).
- Representative participation in non-ceremonial Shrine programs and events (e.g., volunteer luncheons, exhibition launches, digital Shrine history productions, etc.).

KEY OUTCOME AREAS

- Successful performance of duties at assigned services.
- Furtherance of the Shrine's standing as Victoria's most revered place of remembrance.
- Positive feedback from stakeholders participating in the program (measured via evaluation).
- Delivery of safe, incident free commemorative services.
- Continuous improvement, growth and development of the Ceremonial Program.
- Within the scope of the role, positive contribution to other Shrine programming (e.g., volunteer luncheons, exhibition launches, digital Shrine history productions, etc.).

COMMUNICATION

Teamwork is a vital aspect of this role and respectful and inclusive behaviour is required at all times. Governors will:

- Engage positively and cooperatively with Visitor Experience directorate staff responsible for delivery of the Shrine's ceremonial program and generally with all Shrine staff and volunteers.
- Effectively liaise on-site with external stakeholders including: visitors, RSLs, veterans, ex-service organisations, schools, government departments and VIP Aides, military units and associations.
- Effectively liaise with trustees, Life Governors, other Governors, staff, volunteers and PSOs.

CORPORATE RESPONSIBILITIES

All Shrine Personnel are required to:

- comply with the Victorian Public Sector Code of Conduct and all Shrine policies and procedures;
- take reasonable care to protect their own health and safety and the health and safety of others in the workplace;
- immediately report any incidents, hazards or near misses to the relevant supervisor and actively participate in hazard elimination, as required.

SELECTION CRITERIA

Essential

A candidate will:

- a. have empathy for the Shrine's commemorative purpose and commit to upholding and adhering to its values and the Victorian Public Sector Code of Conduct;
- b. be of good character and capable and competent to undertake their duties;
- c. have good interpersonal and communication skills, including experience and confidence in public speaking;
- d. commit to attend the Shrine as rostered on weekdays and weekends; and
- e. be willing to and capable of representing the Shrine, including assisting in ad hoc promotional activities related to the Shrine and its programs (on request).

Desirable

- a. have current or prior military service in a leadership role;
- b. have experience in presenting to broadcast audiences;
- c. have knowledge of the history of the Shrine of Remembrance and the organisations which utilise it for ceremonial activities;
- d. have protocol experience and/or understanding of ceremonial activities; and
- e. have a demonstrated interest in military history.

CONDITIONS OF ENGAGEMENT

The engaging organisation is the Shrine of Remembrance Trustees. The Shrine Governor role is honorary, voluntary and receives no remuneration or other reward.

Mandatory Conditions

Prior to appointment, candidates must:

- satisfactorily complete psychometric testing with the Shrine's nominated provider.
- obtain and provide evidence of Police and 'Working with Children' checks or equivalent.
- accept and return a completed Shrine Governor Appointment Agreement.

General Conditions

- Diversity: The Shrine is committed to act and make appointments in a manner reflective of the diversity of the Victorian community and encourages candidates from all backgrounds.
- Accessibility: The Shrine will continue to create and maintain an accessible and inclusive environment for all personnel. The Shrine will give due consideration to any reasonable specific adjustments necessary to the workplace to accommodate individual needs.