



# Board Pack

Realise Business  
Non Executive Director

April 2021

**PRIVATE & CONFIDENTIAL**



## Context: *Realise Business*

Established in 1989, Realise Business's vision is to empower people to successfully run a business. Simply, they do business coaching better.

Realise Business is a Not-For-Profit organisation operating continuously against the mission to drive economic growth and jobs by enhancing the success and well-being of the small business community. Realise Business specialises in the delivery of business advice, training, facilitation and support to owner operated businesses helping them to grow by improving their business practices and management capability.

Formally known as the Business Enterprise Centre (BEC) Southern Sydney until 2017, the organisation originally offered support to businesses in Southern Sydney and the Sutherland Shire, but has since spread their reach to include a wider remit in Sydney and nationally.

The founders' vision was to create a community organisation in the Sutherland Shire that assisted small business owners deal with the uncertainty of business and provide them with resources that helped them succeed.



Realise Business has delivered small business advisory services on behalf of the NSW and Australian Government for over 20 years.

Realise Business has a proven track record in delivering a number of different programmes, events and training to small business concurrently and successfully in line with contracted KPI's and is highly regarded provider of services to small business owners.

Realise Business has cemented our place as a trusted provider of expert and relevant training, coaching and support services through our ongoing professionalism, innovation and cooperative approach. We have been a trusted delivery partners for State and Federal Government as well as a wide variety of organisations, including:

- NSW Government - Business Connect Programme
- Transport for NSW – Parramatta Light Rail Advisory Support Programme
- AusIndustry – Australian Small Business Advisory Service (ASBAS) Digital Solutions
- Occupational Therapy Australia (OTA) – Virtual Learning & Business Coaching Programme
- Speech Pathology Australia (SPA) – Virtual Learning & Business Coaching Programme
- Central and Eastern Sydney Primary Health Care Network – Business Education Programme for Allied Health Care Professionals.



# Vision and Mission

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## Realise Business Vision

To be the leading social enterprise empowering people to successfully run a business.

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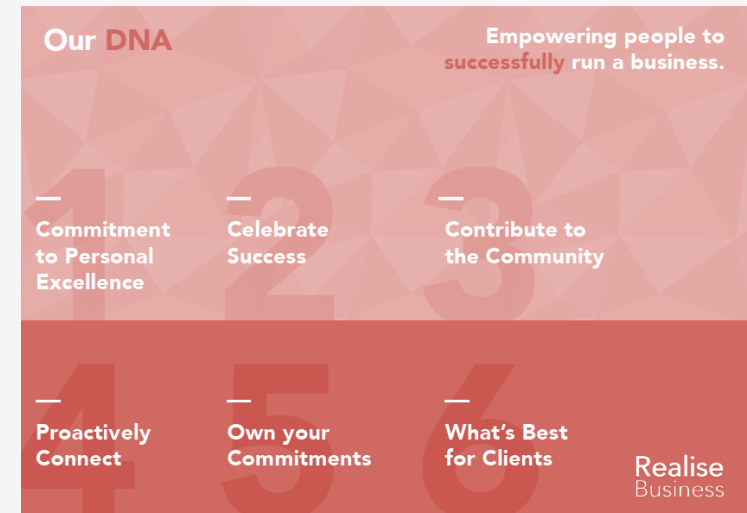
## Mission

To advance the social & economic confidence of small businesses by providing a hub that allows them to connect, energise and grow.

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## DNA

- **Connect**  
Connect with experts, other business owners, and prospective customers; and get access to opportunities to showcase your business with small businesses across the whole of Sydney.
- **Energise**  
Energise your mind with access to education and expertise that can teach you new, motivating knowledge to help you realise your goals.
- **Grow**  
Grow your business with expert advice and actionable steps that improve efficiency and productivity in your business.



## Current Board

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### Peter Holtman, Chairperson

Peter is an experienced business leader, executive coach and business excellence consultant. He has global experiences on non-profit and charity boards as a strategic expert. He has assisted several associations develop strategies for affiliation, partnership and co-operation.

Peter led an international non-profit for 12 years visioning and building the strategies for governance, growth and sustainability, and created the essential connections and opportunities for collaboration and affiliation.

Peter has numerous recent experiences with commercial growth tactics and has chaired an association committee for non-profits focused on international expansion.

Peter understands the changing needs of charities and non-profits in the local market and has the experience to partner with executives to identify the right strategies for sustainability. Peter runs his own consulting firm, Holtmann Professional Services.

[Peter's LinkedIn](#)

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### Ilona Hunnisett, Board Member

Ilona has been a Senior Lawyer with corporate Law firm Gilbert + Tobin for the past decade.

Ilona originally joined the Board through the Observership program and has recently been appointed a full Non-Executive Director role.

[Ilona's LinkedIn](#)

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### Adrian Brock, Treasurer

Adrian has held the Finance Role on the Realise Business Board since 2014, and is a partner of 'CFO On-Call' which provides business and financial management advice to business owners.

Adrian was formerly Chief Operating Officer of The Griffin Group, Partner in the Corporate Finance Division of Deloitte, and has a broad range of corporate advisory, investigation and accounting experience spanning 50 years.

Adrian has a passion for working with SME business owners to help drive profit and growth by focusing on key drivers of their business and preparing action plans to achieve their goals.

[Adrian's LinkedIn](#)

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### Lindsay Munns, Board Member

With a career spanning over 27 years in the SME sector within Owner, Manager, Director and Advisor roles, Lindsay has an intimate knowledge and appreciation what makes this vital sector tick. He believes that in order to thrive in the current economy, business owners need to develop not just their skills and products, but also their capability to connect into productive business networks that offer learning, collaboration and commercial opportunities.

Most recently Lindsay has served as the CEO and member of the Board for the Anytime Group. He joined Realise in 2015 as Strategy advisor to growth businesses. He holds an MBA business degree as well as business coaching qualifications and is an active member of both the Institute of Company Directors and the Institute of Management.

[Lindsey's LinkedIn](#)

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# Chief Executive Officer

## Jacqui Attard

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Jacqui Attard is an entrepreneur who, for many years, has been innovating ways to help small business owners succeed. Prior to joining Realise Business, she founded a variety of small businesses in hospitality, building and professional services. Jacqui has now been at Realise Business for seven years.

After decades of experience in supporting small business, Jacqui is committed to delivering business coaching programmes that help small business owners and entrepreneurs come together, grow and thrive. To achieve this mission, she is committed to disrupting the business coaching profession so that business owners can easily access quality and affordable support.

Jacqui has delivered a diverse range of programs throughout Australia and New Zealand on topics such as; Lifting your Sales Performance, Change Management, Graduate Development, Coach Manager, Leadership Development, Strategy Planning and High Performing Teams.

Away from Realise Business, Jacqui is a volunteer Board Member of Bus Stop Films, an Australian inclusive film making school.

[Jacqui's LinkedIn](#)



# Governance

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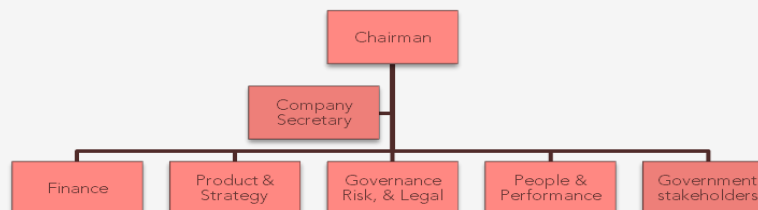
## Structure

The Company is limited by guarantee registered with the Australian Charities and Not-for-profit Commission (ACNC). Liability of members is limited.

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## Composition

The Board consists of up to nine (9) Non-Executive Directors, including the Chair. There are currently four (4) NEDs. The Company Secretary role is in addition to the 9 directors. There are 5 board committees.



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## Tenure

. 3 years with a maximum of 3 terms. .

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## Board Meetings

There are four (4) formal board meetings (held quarterly) each year for the purpose of reviewing operating results and strategy milestones. The meetings run for approximately for 2 hours. Location of these meetings may vary. In addition, there are four (4) Board working sessions which are informal and with a changing agenda encompassing board presentations, discussions, external visits or visitors.

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## Meeting Dates

Board meetings are generally held in the 3<sup>rd</sup> week of the month following the end of the quarter. Board working sessions are held midway between board meetings and are generally timed to co-ordinate with client events such as networking breakfasts or other seminars.

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## Remuneration

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This role is voluntary and not remunerated.



# The opportunity – Non Executive Director

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## The Opportunity

Realise Business are seeking a strategic, visionary Non-Executive Director who has experience navigating the government funding process at both a State and Federal level. They will bring both a sophisticated network and an understanding of how decisions are made at a Ministerial and Departmental level.

The new Director will have experience working with Boards and have governance accreditation and knowledge of Board succession planning. They will have strong people management and communication skills to ensure a cohesive collaborative Board and will potentially be capable of filling the role of Vice Chair on the Board.

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## Key Selection Criteria

- Proactive in helping to implement the organisation's new strategy and oversee its efficient, effective execution.
- Bring a high level of expertise in and understanding of governance.
- Have experience in senior management and / or change management.
- Able to actively pursue access to valuable commercial networks to support the organisation's strategies for future growth.
- Actively participate and engage with Members of the organisation.
- Commit four (4) hours per month in addition to board meetings.
- Serve on relevant Board Committees.
- Support and attend membership functions and act as an ambassador for the organisation.
- Available to serve a minimum three (3) years as an elected Board member.





## Further information

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Website

<https://realise.business/>

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Annual Report

[https://realise.business/wp-content/uploads/2020/11/RB\\_AnnualReport2020\\_WEB\\_SP\\_LinkedCopy.pdf](https://realise.business/wp-content/uploads/2020/11/RB_AnnualReport2020_WEB_SP_LinkedCopy.pdf)

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Realise Business on the ACNC

<https://www.acnc.gov.au/charity/126594749b1c6cfe04e55b8b5c909bca#overview>

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News & Publications

<https://insidesmallbusiness.com.au/featured/smes-outperforming-large-businesses-in-managing-the-pandemic>

<https://www.businessdailymedia.com/sme-business-news/6061-looking-to-be-self-employed-or-an-entrepreneur>

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For more information



**For all enquiries please contact**

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