

ANNUAL REPORT

2021



Jeder
INSTITUTE

OUR HISTORY

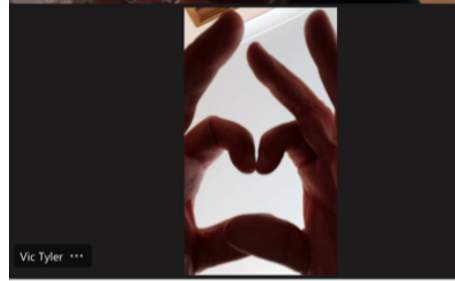
Founded in 2013, on the foundational principle of “generosity of spirit”, the Jeder Institute is a human-centered, not-for-profit, Next Stage Organisation (NSO) which operates and innovates as a living system.

Our 64 current members are Australian-based and work both domestically & internationally.

Our exponential growth over the past 9 years, which has seen our membership soar to 64 committed, professional, strengths-focused members, has strengthened our focus as an individual, family and community focused organisation whose governance goals and strategies align with the United Nations Development Program which says that to have effective governance, it is necessary to have:

- Legitimacy and voice — where all people have a say in decisions and about what is in the best interests of the community or group.
- Fairness—where all people have the opportunity to maintain and improve their wellbeing and have their human rights protected.
- Accountability — where decision-makers are accountable to their members, the public and stakeholders.
- Direction — where leaders and members have a shared, long-term view of what their future society is going to be like.
- Performance — where the governance system delivers goods, services and outcomes that are planned for and meet the needs of the members.

The Jeder Institute was established as a pathway for people to develop networks, enhance skills, practice leadership and further build both personal & community capacity. Our unique approach is based



on the principles of next stage organising and strengths focused practice and incorporates frameworks and philosophies, such as Person Centred Approaches, Asset Based Community Development (ABCD), Appreciative Inquiry and Participatory Leadership practices.

The Jeder Institute and its' members are committed to; addressing local, national and international challenges and issues, supporting individual and community capacity and commits to challenging the systems and structures which impede people's ability to live a good life.

OUR EVOLUTIONARY PURPOSE

The Jeder Institute's evolutionary purpose is for us to be at the heart of change. Our membership works to create a responsive, collaborative organisation which achieves its strategic and operational objectives through its members and partners within a transparent governance framework.

JEDER... AT THE HEART OF CHANGE!

OUR THEORY OF CHANGE

The Jeder Institute brings people together through a strengths focused approach to generate collective thinking and create positive social change.



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SECTION 1

AN OVERVIEW OF JEDER INSTITUTE

ABOUT US



The Jeder Institute operates across Australia and throughout the world to create positive change for individuals and communities. We bring people together to realise their full potential, increase collective knowledge, explore insights and engage community members in conversations that matter to empower individual's choice and control by:

- Facilitating community conversations around critical social issues
- Building individual and community resilience
- Coordination of supports and capacity building (NDIS)
- Engaging and connecting with a diverse range of communities
- Co-developing organisational change management frameworks
- Identifying and mobilising individual and community assets and strengths

The Jeder Institute focuses on family and community capacity building by identifying and building on existing strengths to create and live an ordinary life for individuals experiencing hardship and/or discrimination and to further create inclusive communities through collective action. The Jeder Institute provides strengths-focused workshops, training and facilitation to individuals, communities and organisations through innovative and inclusive social change practices.

JEDER AS A NEXT STAGE ORGANISATION



Next Stage Organisations are a living, energetic system based on collective wisdom, self management and innovation. As a Next Stage Organisation (NSO), a fundamental principle for us is to embody effective governance which encourages flexibility, rapid adaption and invites the whole. As a membership, we believe in the power of partnerships to support good work and review our Evolutionary Purpose, Theory of Change, Teal Leadership and Jeder's 4 Foundational Pillars twice a year at Jeder's Annual Gatherings.

SECTION 1

AN OVERVIEW OF JEDER INSTITUTE

TEAL LEADERSHIP

For the members of Jeder Institute, doing the interior, individual work of developing Self which supports the embodiment of a self-led culture, to the exterior work of structure and process within the organisation is based on the following ongoing, reflective innovations:

SELF-MANAGEMENT

A system based on distributed authority and peer relationships without the need for either hierarchy or consensus.



WHOLENESS

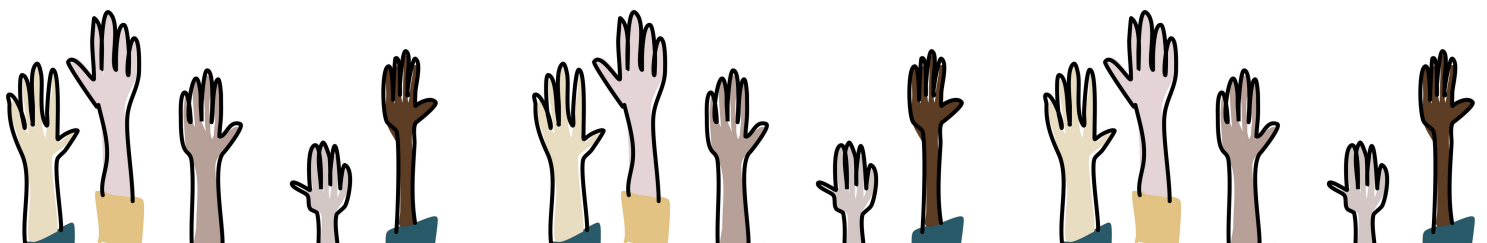
A principle which invites us to reclaim our inner wholeness and bring all of who we are to work.

EVOLUTIONARY PURPOSE

Where members of the organisation are invited to listen in and to understand what it wants to become and what purpose it wants to serve.

As a Next Stage Organisation the practices and processes we lean into for good governance, leadership, decision making, reflection and innovation are based on the following, and more:

- Appreciative Inquiry and Action Learning
- Holocratic and Sociocratic Elements
- Art of Hosting Collaborative Change Processes
- Mindfulness and Embodied Self-leadership
- Organisational Systemic Constellations (Representations)
- Living Strategy Framework for leadership teams



SECTION 1

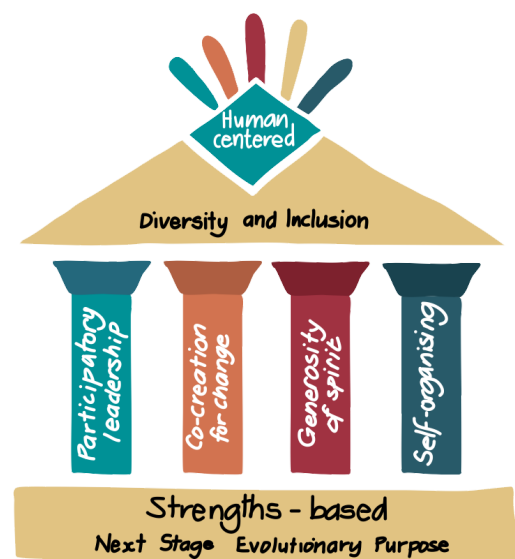
AN OVERVIEW OF JEDER INSTITUTE

JEDER'S 4 FOUNDATIONAL PILLARS

Jeder's 4 pillars were co-created by our members and are deeply woven into our daily practices. They provide a solid foundation for the way we work as individuals and as a Next Stage Organisation (NSO).

PARTICIPATORY LEADERSHIP

Participatory Leadership are a set of foundational practices and principles that are based on relationships, respect, compassion and human-to-human engagement. It is an effective model of shared leadership which harnesses diversity, pays attention to equity, inclusiveness and fairness, builds community and creates opportunities for shared responsibility for authentic action.



CO-CREATION FOR CHANGE

Co-creation for change encourages Jeder Institute members to build on their blended practices and invite stakeholders to collectively address issues, discover opportunities for social change and offer their assets, strengths and skills into the collective design of high quality work. Peer to peer support encourages courageousness and a willingness to adapt for personal and professional growth.

GENEROSITY OF SPIRIT

Generosity of spirit shows up in Jeder Institute members readiness to give more of something than is necessary or expected and it is more than merely the actions of an individual. It is a way of being in the world, to create positive change and impact through openly sharing resources and by operating transparently as an organisation.

SELF ORGANISING

Self organising is a non-hierarchical and transparent way of co-creating for change and has the ability and authority for individuals to make decisions and for groups to readily adapt to changing demands. It is based on passion, trust, integrity and open communication.

STRUCTURE & MANAGEMENT

NEXT STAGE GOVERNANCE: GOOD GREEN; TOWARDS TEAL

The Jeder Institute, as a NSO, is committed to an evolutionary purpose and strengths-focused principles to support us to innovate and continuously improve our practices and processes. The concept of “for now” is to offer an open-ended conversation into all the policies and procedures that affect the organisation.

In a traditional organisation, some areas are disparagingly black and white, such as compliance, regulation, audit and compulsory mandates and are seen as a necessity of good governance. However, Jeder’s members are invited to collaborate, review and reflect on how we breath colour into these kind of spaces.



EAT THE ORANGE

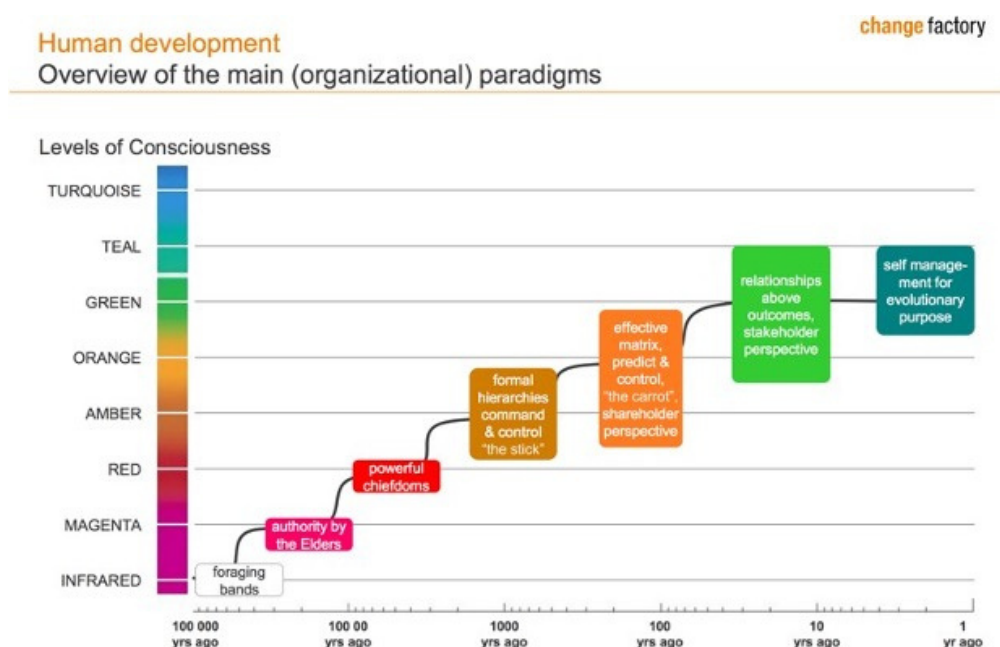
The table below from the Change Factory shows how NSO's reflect and adapt, based on levels of consciousness of the individuals within the organisation, to strengthen our systems. At Jeder, we consider ourselves “good green” and working “towards teal” although, we understand that some aspects of our systems firmly sit in “orange” such as NDIS compliance and audits.

STRUCTURE & MANAGEMENT

EAT THE ORANGE CONT.

We highly encourage members to reflect on questions such as:

- How can we breathe colour into black and white spaces?
- How can we shine “tealish” light into orange and green spaces?
- What actions can we take to achieve “tealish” shifts in our practices and processes?



As an example, our annual Policy and Procedure review is mandatory from the perspective of the NDIS as is our status as a charitable organisation with the ACNC. How we breathe “tealish” colour into this type of activity is by:

- Co-creating a review roster where pairs of members are allocated 2-3 policies and procedures to review and update together
- Each pair is then invited to “Jederise” or read the policies and procedures through a “tealish” and NSO lens and change or amend what’s needed to reflect the organisation
- The pairs, via the roster system, then swap their updated documents with another pair and review each other’s changes or amendments before finalising the review date ready for audit

These type of practices is how Jeder lives into their evolutionary purpose, “at the heart of change” and ensures members are aligning with the Jeder Pillars. As one member recently said during a collective coaching session, “This is how we eat the orange!”

STRUCTURE & MANAGEMENT

MANAGEMENT OF JEDER INSTITUTE (DIRECTORS)

Director's and Primary Responsibilities:

- Michaela Kennedy, Bored Chair and Divergent Nest Lead
- Jason Emmins, Bored Treasurer and Emergent Nest Lead
- Dee Brooks, Bored Secretary and Convergent Nest Lead



Director's Experience:

- Michaela Kennedy – over 20 years experience of supporting individuals and families to plan and live quality lives.
- Dee Brooks – over 20 years experience developing workshops and practices that engage with individuals, families and communities to bring about economic and social change
- Jason Emmins – over 20 years experience of supporting complex individuals and families to plan and live quality lives.

GEOGRAPHICAL LOCATION OF JEDER INSTITUTE

Jeder Institute provides services in all Australian States and Territories with our 'head office' being in NSW.

Jeder Institute does not have any physical locations (i.e. offices). All members work remotely.

FINANCIAL STRUCTURES

The Jeder Institute is registered with the Australian Charities and Not-for-profits Commission (ACNC). Jeder Institute Ltd is registered:

non-profit
Public Company
Limited by
Guarantee

a charity and
Public
Benevolent
Institution

for
GST

BORED REPORT – WE'RE BORED SO YOU'RE NOT!

WITH JEDER'S BORED CHAIR, MICHAELA KENNEDY



It is with great honour that the Bored members provide this report to members, partners and the public. We are proud of this organisation more than words can express and the work the members have participated in to make it the amazing organisation that it is today. Since its inception in 2013 our members have collaborated to develop the evolutionary purpose, pillars, policies and procedures, systems and structure. Building the organisation from the bottom up, experimenting in everything we do, failing often and fast to ensure learning is integrated into changes. This report sets out the achievements of this year including our growth, developments and our intentions into the future.

The COVID-19 pandemic and our country's natural disasters have made a deep and long-lasting impact on our communities and we acknowledge and applaud our members who have supported people so well during this time. We have walked alongside people on their journeys; the ups, the downs, the roller coasters – delights, disasters and have been committed to ongoing learning.

BORED REPORT – WE'RE BORED SO YOU'RE NOT!

WITH JEDER'S BORED CHAIR, MICHAELA KENNEDY

While it has been challenging for many organisations, the impact for us has been reasonably manageable. We are grateful that the Jeder Institute have been able to support members, clients and participants with our pro-choice perspective. This is yet another way Jeder Institute walks our talk to support people.

The growth Jeder has gone through, financially, in participation and increasing membership is exceptional and we are now in a position that we can invest our surplus back into the organisation. It is exciting to be able to explore the organisational desires, strengths and what is required to ensure the foundations stay strong. The Nests will continue to engage the membership and report their ongoing work to the Bored to achieve our Strategic Direction.



We have developed new roles; Ability Builders, Roving Listeners, Psychosocial Recovery Coaches and expanded some teams; Together Home Case Managers and Administration Assistants. These roles serve to address gaps in the human services sector and offer further support to our members, whilst projects like Together Home and Self-Managed Community Living provide more opportunities for vulnerable people to have true choice and control.



Our Next Stage intentions are to seek contribution and participation in the Governance Jedi, expand our Training opportunities, increase our NDIS registration to Core Supports and to explore registration in the Aged Care sector which will increase our opportunities to provide further capacity building and shared knowledge that builds strengths focused, collaborative, self-managed opportunities in our communities.



BORED REPORT – WE'RE BORED SO YOU'RE NOT!

WITH JEDER'S BORED CHAIR, MICHAELA KENNEDY

SUMMARY

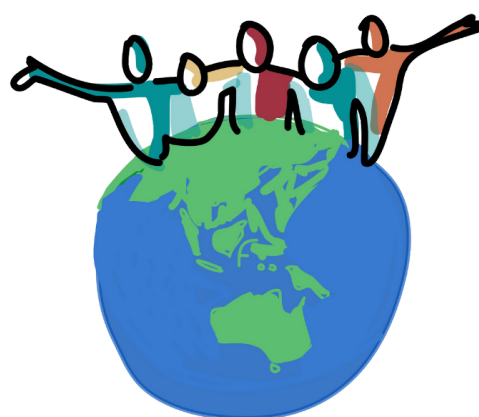
Through inclusive grow, our open sharing through generosity of spirit and by being transparent in all we do, we increase our dispersed decision-making efforts and support member self-actualisation which gives us a unique participatory lens into strengthening our work in communities. It is with humility, awareness and great thanks to all of our members, clients, and partners that we continue this journey, for we are only able to do so much of what we do because of our firm belief that together, we are better.

KEY BORED IMPACTS (INNER MECHANICS)

- Undertake financial reviews and liaise with Take Care of Books
- Monitor and update IT systems and liaise with APACMS
- Ensure all insurances are up to date
- Increase organisational profile as a Next Stage Organisation
- Monitor and evaluate compliance obligations (ACNC & NDIS)
- Sign off on strategic and business plans
- Monitor reputational profile of Jeder
- Overview position descriptions, employment contracts and timesheet rollout
- Sign off on Policies and Procedures
- Engage Employee Assistance Program (EAP)
- Monitor and review Nest roles
- Manage the oversight of Jeder's audits, financial and NDIS

JEDER'S INFLUENTIAL REFERENCE WEBSITES

- [ACNC Governance for Good](#)
- [The Change Factory](#)
- [The Education Alliance](#)
- [Institute for Company Directors](#)
- [Reinventing Organizations](#)
- [Sociocracy for All](#)
- [Enspiral](#)



NESTS REPORT

WITH JEDER'S CONVERGENT NEST LEAD, DEE BROOKS



The three (3) Nest Roles were identified by the Bored in January of 2021 in response to the exponential growth of the organisation and the ability of the Bored to successfully complete all tasks and requirements needed for governance, project and membership oversight.

During that time, the membership was invited in to hear and comment on what the Bored was noticing and their suggested further actions with the desire for the membership to endorse this way forward! One member commented, “I have never worked anywhere, in my life, where the need for a CEO type of role was identified 8 years after the organisation was founded! This type of emergence, based on real need, is so refreshing!”

The 3 Nests were endorsed and named by the members (see below the image from Jasmine Winter’s art studio via zoom on the day) and became paid roles which have been developed over the last 12 months by Jason, Mic and Dee, alongside their Bored roles.

SECTION 2

GOVERNANCE

NESTS REPORT

WITH JEDER'S CONVERGENT NEST LEAD, DEE BROOKS

After the purpose, vision, responsibilities and systems were identified (see “purpose” table below), we worked on our individual tasks and responsibilities for 2021 (which are reported on in the following section) and the 3 Nests were broken down into tasks and activities related to the organisational structure and membership requirements to oversee or “watch” how the organisation’s systems were working in both plain sight and what might be hidden or in the periphery and what we could “nudge” forward into a new way of working and being.

Purpose <ul style="list-style-type: none"> • To define the function of the roles • To map the functions of the roles • Discover the form of the roles • Lift/blend the roles and the Bored 	Vision <ul style="list-style-type: none"> • Honouring our vision • What is possible; blue sky/pie in the sky • Discover the FORM and function of the roles • Incorporate some of the roles from the Bored • Agile/NSO
Responsibilities <ul style="list-style-type: none"> • Discern our priorities • Clear direction / to do list • Review / reflect / prioritise • Time frame everything • Shared Jedi participation 	Current Systems <ul style="list-style-type: none"> • Operational system • IT, social media, tech system • Governance system • Financial system • HR and admin system • Ecological system

SUMMARY

The Nest Leads discovered very quickly that there were operational tasks and governance tasks that were overlapping with the Bored role but had always been done together so, with the future vision of inviting new Bored members to join them they started identifying and documenting the distinctions and started “nudging” a new way forward which would effectively untangle the large amount of responsibilities of each position.

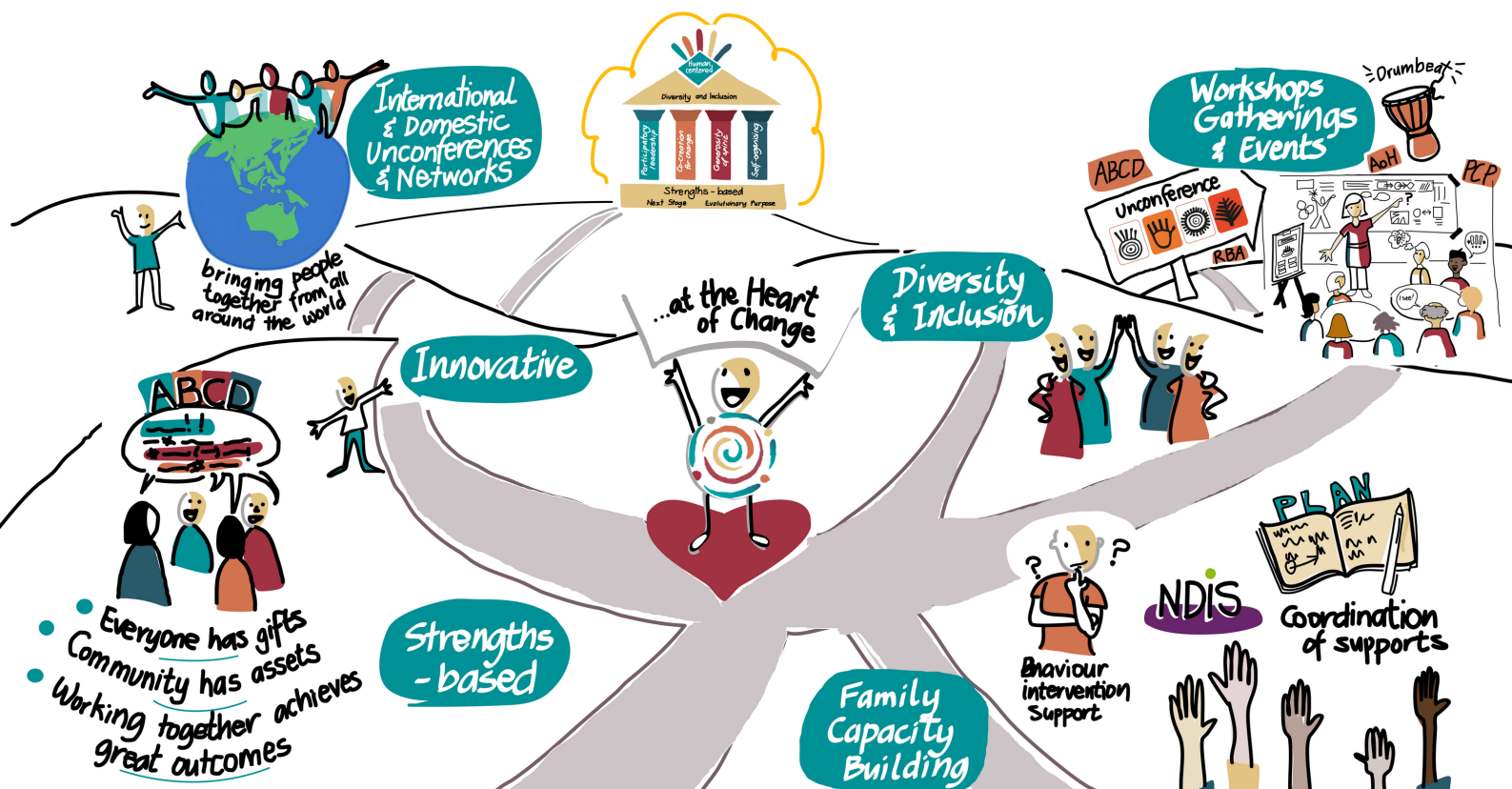
SECTION 2

GOVERNANCE

KEY NEST IMPACTS

MEMBERSHIP SUPPORT

- Shared responsibility of participating and contributing to the Jedis, Pods and Teams
- Honoured and shared the vision of Jeder as a NSO by profile raising and network building
- Monitored and evaluated Jeder's systems and structures with members
- Collaborated with membership to review and update strategic and business plans
- Invited data collection review: why and what are we measuring and what impact are we making
- Strengthened coaching practices: wisdom checklist and 6 month coaching framework
- Supported the implementation of the newly developed the Fairness proposal and the Welcome Fund
- Supporting Roving Listener, Ability Builders, Psychosocial Recovery coaching and admin support roles
- Strengthened the membership by addressing complaints and grievances and implementing EAP
- Continued to participate in Jedi Pod, Coaches Pod, Teams and Member Gatherings
- Liaised with Effective HR on behalf of the organisation and the Coaches, as required
- Monitored, reviewed and developed Policies and Procedures with Jeder members and professional family member contributions
- Reviewed our HR system: implemented employment contracts and commenced timesheet rollout
- Exploring the implementation of an NDIS compliance system; from 50% - 90% by end June 2022



SECTION 2

GOVERNANCE

OUR ACTIONS & ACHIEVEMENTS

2021 was a phenomenal year for the Jeder Institute and its' members which culminated in the following actions and achievements!



During 2021 we met our Strategic Plan Objectives by:

- Reviewing our policies and procedures, strategic and business plans
- Developing new roles; Nests, Roving Listener and Ability Builders
- Developing and delivering Asset-based Community Development (ABCD), Art of Hosting (Participatory Leadership), Person-Centred Thinking and DRUMBEAT workshops
- Significantly increasing our financial sustainability
- Investigating opportunities and successfully delivered online workshops and conferences for thousands of people around the world
- Successfully using immersive and interactive platforms like zoom, Jamboard and Mural.
- Continuing to reflect on and further embed our Next Stage Organisation Principles and Pillars
- Hosting member-wide sessions and Gatherings online
- Hosting 2 rounds of one to one conversations with the membership
- Strengthening and streamlining our systems, practices and processes
- Responding to COVID19 and the mandatory vaccination response

In addition, by identifying and trialling the new Nest roles, we actively promoted the organisational strengths and future direction of our Next Stage Organisation and continued to develop partnerships with relevant colleagues, services and organisations by maintaining positions on external Boards and developing stronger partnerships with individuals, families, communities, organisations, departments, contractors, partners and clients.

OUR ACTIONS & ACHIEVEMENTS – ORGANISATIONAL

- Employee Assistance Program (EAP) commenced with LifeWorks
- Reconciliation Action Plan (RAP) submitted to Reconciliation Australia
- Artwork commissioned by Saretta Art & Design for Jeder's RAP
- Together Home: a \$36.1 million investment by the NSW Government to support people who have been sleeping rough through COVID-19 into stable accommodation linked with wrap around supports
- Youngcare At Home Care Grant – capital and service provision funding to increase the range of affordable and accessible options for young people with disabilities receiving care and lifestyle support.
- 2 Annual Gatherings; May and November
- 2 Art of Hosting Trainings; May and November
- Participated in Governance Health Check with Justice Connect
- Responding to critical risks including COVID 19- restrictions, mandates and member disruptions
- 4 New Roles developed; Nests, Roving Listeners, Ability Builders and Psychosocial Coach

PLANNED ACTIVITIES FOR THE FUTURE

- Finalise Jeder's RAP, including additional artwork, upon approval from Reconciliation Australia
- Subscribe to and develop our own workshop and course delivery platform
- Develop our own CMS (Echidna)
- Develop The Grove Training for members
- Deliver 30+ public trainings
- Deliver 6 Big Convos and 2 Unconferences
- Plan IACD's World Community Development Conference in Darwin 2023
- Continue to strengthen our systems, practices and processes as they emerge
- Review the Business and Strategic Plans

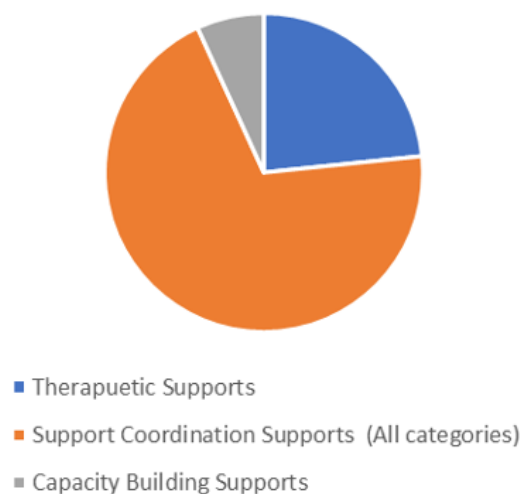
SECTION 2

GOVERNANCE

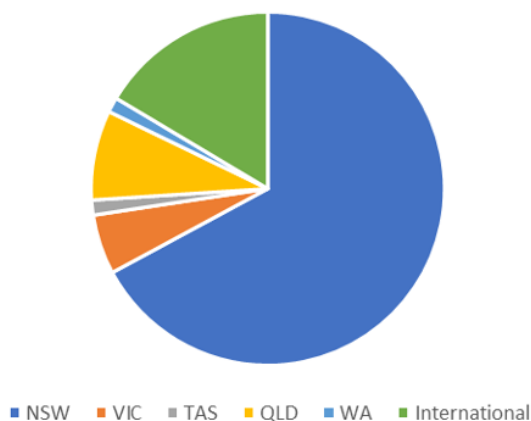
OUR ACTIONS & ACHIEVEMENTS – TEAMS

- 193 Graphic Harvests
- 12 Conference Presentations
- 13 Programs Developed
- 2 Global Unconferences (ABCD & PCP)
- 6 DRUMBEAT Workshops
- 1 Cultural Walk
- 6 Community Services Classes
- 2 TAFE Students

NDIS Support Summary



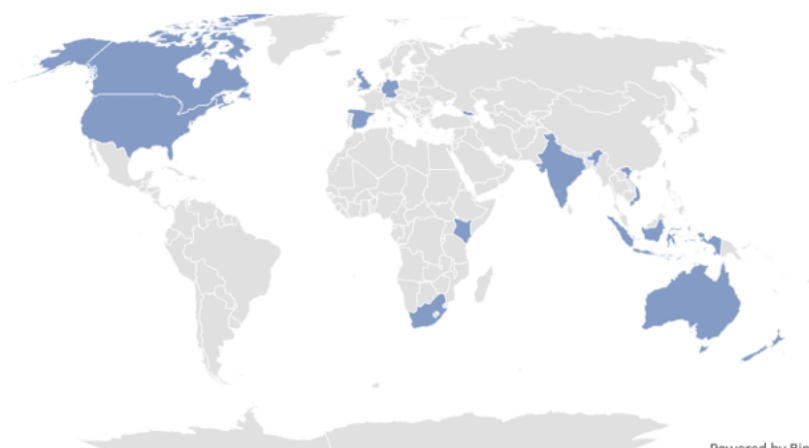
Member and Team Geographic Locations



- 15 ABCD Institute Group Consultancies
- 4 ABCD Institute Steward's Sessions
- 48 ABCD training workshops (public and bespoke)
- 5 Participatory Community Building workshops (public and bespoke)
- 4 External Strategic Planning Sessions (bespoke)

International Footprint

- 2 Global Networks (IACD Oceania & ABCD Asia Pacific)
- 12 IACD Webinars hosted
- 23 Bespoke Workshops
- 3 Sets of Resources developed for individuals and communities
- 818 NDIS participants



OUR ACTIONS & ACHIEVEMENTS – TEAMS

48

ABCD training
workshops

818

NDIS
Participants

15

ABCD Institute
Group
Consultancies

12

Conference
Presentations

193

Graphic
Harvests

23

Bespoke
Workshops

6

DRUMBEAT
Workshops

13

Programs
Developed

12

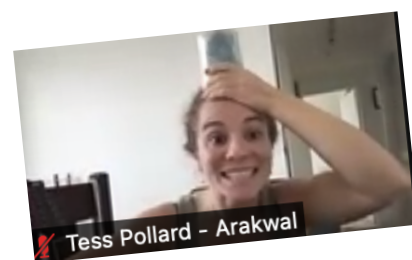
IACD Webinars
hosted

PLANNED ACTIVITIES FOR THE FUTURE

- Publication of a community development practice book
- Deliver 2022 community building training program
- Develop FOR CHANGE Community of Practice
- Host 3 TAFE students
- Explore the potential of supporting the Aged Care Sector

OUR ACTIONS & ACHIEVEMENTS – MEMBERS

- Participated in 11 External Board Positions incl. meetings, planning, facilitation, retreats and research
- Contributed to 3 Community Development Publications and Magazines
- Participated and contributed to 10 Jedis, 3 Pods and 7 Teams
- 3 Members undertaking University Masters Level Courses
- 1 member exhibited their artwork twice last year and held 3 x 2 day kids sculpture workshops
- 1 member commenced learning Auslan and Italian
- 1 Youth Project in Tenant Creek
- 1 Soundtrack for a puppet show
- 6 Community-led Music Clips with Mob
- 1 New Album with Australian and New Zealand Musos
- 1 member completed a Tips & Ideas for Social Media Marketing Short Course
- 1 member gained Australian Citizenship after living here for 10 years
- 1 member started a disability dance group in Armidale
- 1 member completed the Coady Institutes Women's Leadership in Community Development



PLANNED ACTIVITIES FOR THE FUTURE

- Rostered blogs based on relevant experience and learning
- Rostered, annual gathering and sharing social media information
- Intentionally invite participation in Jedis, Pods and Teams based on passions and interest
- Coordinate relevant, collective training and coaching for all members

SECTION 3

OUR FINANCES

TREASURER'S REPORT

WITH JEDER'S BALI CORRESPONDENT, JASON LORD EMMINS

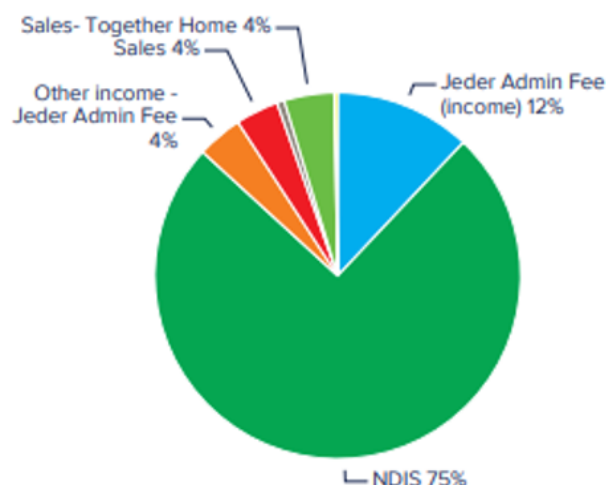


ACHIEVEMENTS DURING 2021

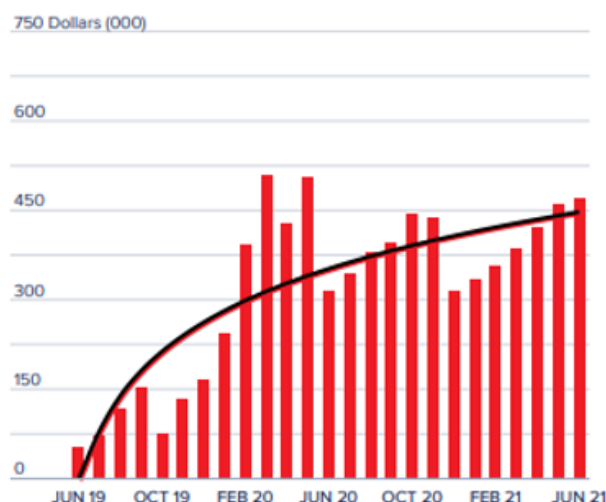
- Together Home contract extended for another 15 participants (total 30 participants).
- Young Care At Home Care Grants- one successful application.
- Exploring opportunities to make investments including the development of "Jeder's Grants" established. This is where makes an investment back to our community (either internally or externally) in the form of small grants or funds for specific purposes. The Dollars Jedi monitors the grants process.
- Reported Annual Surplus \$114,529 for 2021 which is down from previous year but adding to our overall combined operating surplus (total funds).
- Continued growth within the organisation (both in terms of members and streamlining systems/processes).
- Admin Budget co-developed with our Finance and Administration Teams.
- Investment in further external advice including Human Resources/Industrial Relations and IT.
- Investment in our internal processes/systems including monitoring and responding to Risks/Incidents.

YEARLY SUMMARY OF FINANCIALS (AT JUNE 30, 2021)

REVENUE PERCENTAGE BY CONTRIBUTORS

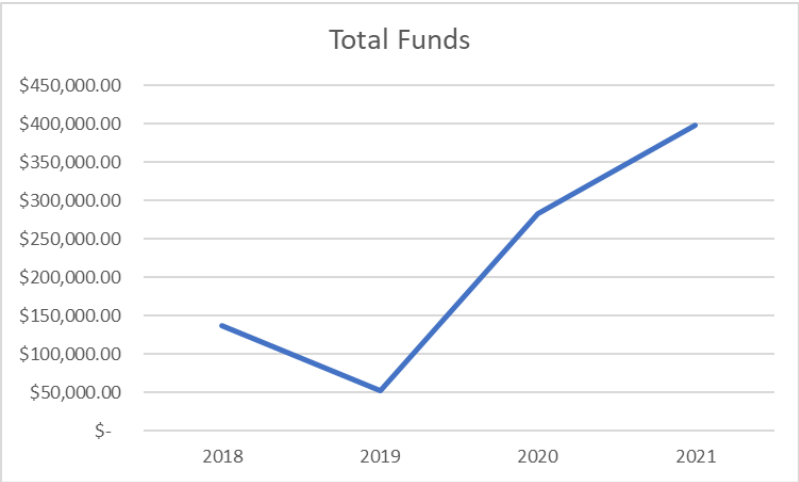


EQUITY TREND



FINANCIAL OVERVIEW

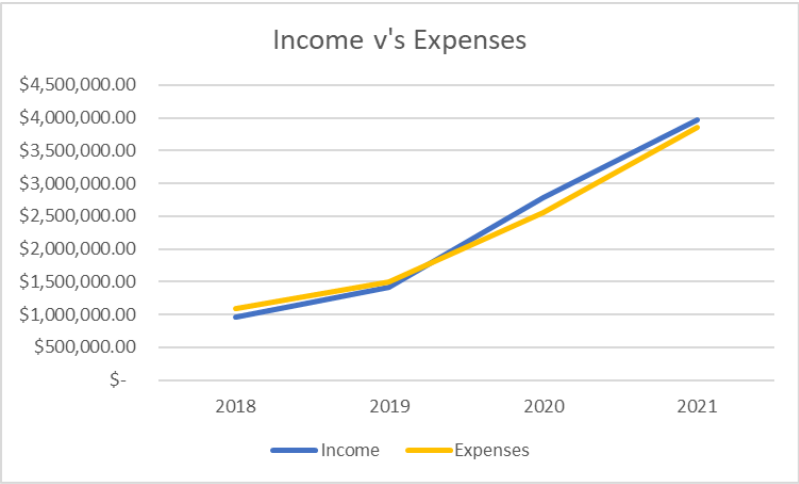
TRENDS BASED ON OUR ANNUAL AUDITED FINANCIAL STATEMENT OVER 4 YEAR PERIOD:



Total Funds: are funds available to Jeder Institute following payment of any liabilities.



Profit and Loss: the overall profit/loss reported each financial year.



Income v's Expenses: difference between our yearly operating costs v's income.

AUDITORS REPORT

We would like to thank our Auditor Stewart Brown Chartered Accountants for continuing to provide our Annual Financial Audit.

The Financial Audit comprises of the following in accordance with the Australian Charities and Not-for-Profits Commission Act 2012:

- our financial position as at 30 June 2021,
- statement of profit and loss and other comprehensive income,
- statement of changes in funds and statement of cash flows for the year,
- a summary of significant accounting policies and other explanatory notes
- comply with Australian Accounting Standards,
- give a true and fair view of financial position as at 30 June 2021, and
- the performance for the year.

To access the Jeder Institute Audited Financial Statements, please click on this link- [Jeder Institute Ltd | ACNC](#).



SECTION 4

EXTRA REPORTS

SECRETARY'S REPORT

WITH JEDER'S BORED SECRETARY, DEE BROOKS



The role of the Secretary for an organisation is often overlooked by members or can feel undervalued by the person in the role. The Bored Secretary role for Jeder offers a fresh look at this position and allows for cross-pollination throughout the organisation and a close liaison with the Administration Navigator and the Administration Support people.

The main tasks of the Bored Secretary are as follows:

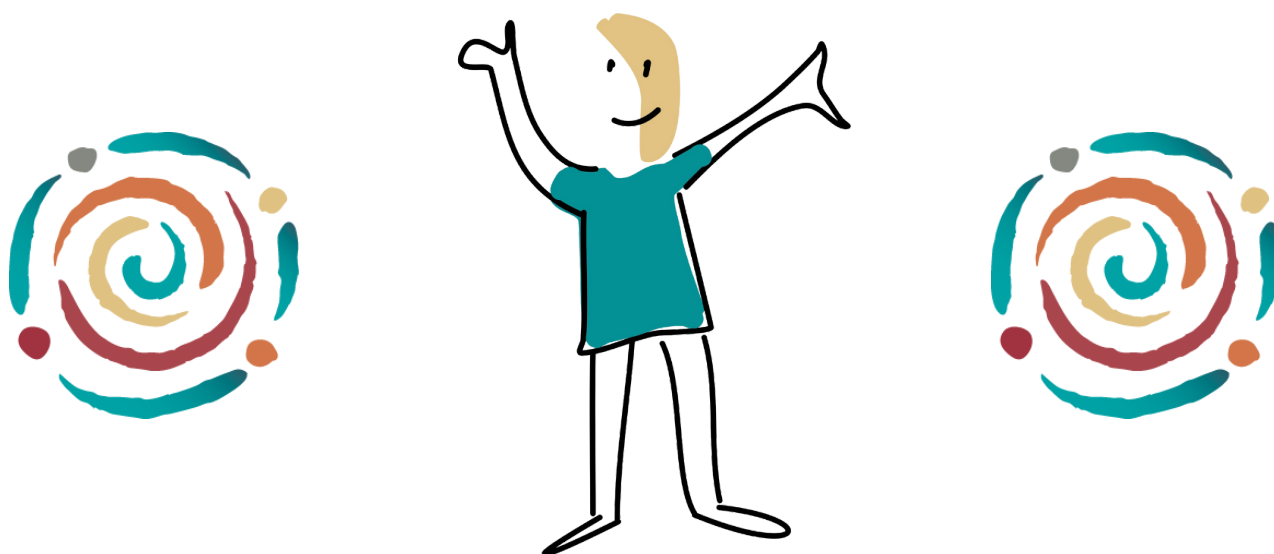
- Preparation of documents for Nest and Bored meetings
- Updating templates and sharing with the membership
- Developing new templates and documents, as required, e.g. Meeting Notes, Kanban
- Liaising with the IT and Finance people, as required (in conjunction with the Treasurer)
- Ensuring correct meeting notes are taken and filed in relevant systems
- Create sense-making opportunities to the Bored and broader membership, e.g. Org Structure Charts, Bored versus Nests document
- Oversee the growth and maintenance of the Admin Navigator including onboarding and induction responsibilities
- Developing the growth of the Admin Pod and supporting the Admin Nav and Admin Support people



SECRETARY'S REPORT CONT.

WITH JEDER'S BORED SECRETARY, DEE BROOKS

- Support the preparation and development of the Annual General Meeting and the Annual Report
- Ensure the meeting notes, financial records, reports and registers are properly maintained and securely stored
- Support the Bored to keep policies and procedures and any statutory obligations and compliance frameworks up to date and secure
- Offer advice, information and support on good governance, running meetings and making decisions
- Organising, and hosting if needed, any reviews or strategic planning sessions for the Bored and the Nests
- Understanding risk management and company responsibilities
- Reporting to both the Bored and the Nests

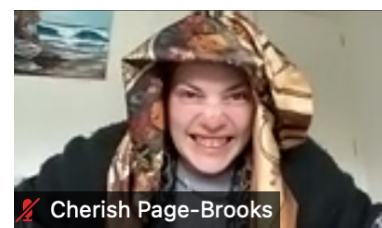


This role is currently a combination of the secretarial roles and responsibilities of the Bored and the independent needs of the 3 Nests (much of which is done by each Nest Lead). It is an intention for 2022 that the Bored Secretary will become a new role and the development of a position description, co-created by members, is currently underway.

SECTION 4

EXTRA REPORTS

ADMINISTRATION REPORT



WITH JEDER'S ADMIN NAV, CHERISH PAGE-BROOKS

The role of the organisational administration support in Jeder is lovingly named the Admin Navigator in a playful tip of the hat to the navigation skills needed to understand the self-organising systems throughout Jeder!

The skills and abilities required for this role are not like a traditional role in a hierarchal organisation and requires the Admin Navigator, or Admin Nav for short, to embrace the philosophy and the four foundational Pillars of the Jeder Institute. The Admin Nav role sits within the Emergent Nest role for support and management purposes.

The following is a summary of the first full year of immersing myself in the role and embracing the opportunities which come with being at the heart of change!



WHAT'S GOING WELL?

- Cross-pollination with Jedis and Pods: dropping in (or sometimes being invited) with relevant information to share for the specific meeting, to gather other information that I can share with other meetings and to request information such as for the newsletter. This also allows me to get to know the members and vice versa.
- Policies and Procedures review: a massive undertaking which was completed by a member-led roster system. This review updated and amended all documents for membership usage and ensured the organisation was meeting our compliance and audit obligations.
- Member feedback and response: it's an ongoing challenge to receive general feedback or updates for the newsletters from our exceptionally busy members although, this has significantly increased throughout the year as some Jedis added "newsletter contributions" to their standing items. In addition, I occasionally receive some kind words of appreciation from a member via email.

ADMINISTRATION REPORT CONT.

WITH JEDER'S ADMIN NAV, CHERISH PAGE-BROOKS

- Mailerlite: we have 3 newsletters which are shared to our databases; Jeder Yarns, Adventures and the J Files. Jeder Yarns is an external newsletter with all updates from the organisation, members and participants. Adventures is dedicated to share all our upcoming workshops and events. The J Files is our internal newsletter for members to share information with each other and keep up to date with internal happenings.

MAIN CHANGES FOR THE YEAR

- Hyperlinking was fixed in the majority of the documents after the migration from Google Drive to SharePoint.
- SharePoint migration was completed early in the year and members have been exploring the benefits and useful tools through this system.
- The Unconference website continues to be refreshed and reformatted and a Jedlet has now been formed to address this in a timely manner in 2022.
- The Admin Pod has been a slow burner all year and we are starting to get some clarity between the development of the Pod and the usefulness for our administration support people.

Overall, the first year of the Administration Navigator role has been challenging, rewarding, frustrating and most importantly, as a self-managed organisation, it has allowed the role to be adaptable and flexible to the member's needs and easy to change and streamline when needed.

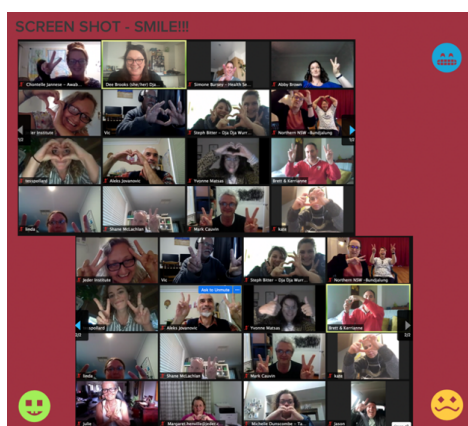


SECTION 5

OTHER IMPORTANT INFORMATION

ACKNOWLEDGMENTS & THANK YOU

- [Compass Housing](#)
- [APACMS](#)
- [Take Care of Books](#)
- [Curious Minds Co.](#)
- [Effective HR](#)
- [Humanitix](#)
- [Qigo](#)
- [NDIS](#)
- [MOD0 Coaching](#)
- [Loomio](#)
- [Saretta Art & Design](#)
- [Only About Quality](#)
- [Lyb Makin](#)



HOW YOU CAN JOIN OR SUPPORT US

BECOME A MEMBER OR PARTNER

We're always open to interesting, agile, passionate people! If you are interested in become a member or a partner with the Jeder Institute, you can find more details about [Becoming a Member](#) and view our [Aquamarine Governance Framework](#).

In addition, as a 2022 strategy, we are looking for new Bored Members who have experience, wisdom and skills in the following areas:

- Secretarial
- Legal and Human Resources
- Systems and Project Management
- Tech Growth and Enhancement
- Marketing and Communications
- Ethical Fundraising and Grants
- Social Capital Investment

If you, or someone you know, would like to inquire about membership and/or any of the above roles, or you feel you have something you could offer the Membership and the Bored of the Jeder Institute, we would love to hear from you!

HOW YOU CAN JOIN OR SUPPORT US – CONT.

OTHER WAYS YOU CAN SUPPORT JEDER

As a registered charity, Jeder welcomes donations from around the world to support our efforts in strengthening communities and financially aiding people to live good lives through our strengths based practices and capacity building.

Some examples of how our charitable donations are disseminated are:

- Highly encouraging community members to attend our individual and/or community capacity building workshops at no cost, if required
- Offering reduced registration fees for our partners to attend and participate in Jeder events
- Utilising our internal grants system to fund small sparks grants for our participants and communities, via member proposals, e.g. specific social events, resources, crisis support
- Hosting community conversations on today's wicked issues in order to influence systems and place communities firmly at the centre of decision-making efforts



If you feel drawn to support our core work, you can donate here:

Account: Bendigo Bank
BSB: 633000 Account # 168227676
Customer Name: Jeder Institute Ltd

If you would like a further conversation about our charitable work or have suggestions regarding our future influence, please feel free to get in touch!

LOOKING TO THE FUTURE

Throughout 2022 we will actively promote the organisational strengths and future direction of our Next Stage Organisation and continue to develop partnerships with dynamic and relevant colleagues, services and organisations by maintaining positions on external Boards and developing stronger partnerships with individuals, families, communities, contractors and clients.

Broad Future Activities:

- Engaging external Policy and Procedure review consultant to implement 2021 feedback
- Facilitate a participant and family feedback group to review the completed Policies and Procedures
- Invest in an educational platform for our training and workshop offerings
- Finalise the development of an internal member training course
- Address succession planning and explore how to expand the Governance Jedi
- Continue to strengthen our Systems and Processes, including Quality Assurance and HR Systems
- Explore and identify future funding opportunities e.g. Aged Care

The Members of the Jeder Institute make us what we are today and we look forward to moving forward together by embracing change, discovering opportunities, initiating innovation and truly walking our talk and leaning into our Evolutionary Purpose:



JEDER... AT THE HEART OF CHANGE!

CONTACT US

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SECTION 5

OTHER IMPORTANT INFORMATION

OUR PEOPLE



Abby Brown
Support Coordinator



Aleks Jovanovic
Behaviour Intervention
Specialist



Alex Brown
Support Coordinator



Ali Sattar
Support Coordinator



Bernadette Melder
Support Coordinator



Beth Evans
Support Coordinator



Beth Stockton
Community Builder



Bianca Findlay
Support Coordinator



Brett Pischke
Support Coordinator



Cherish Page-Brooks
Administration
Navigator



Chantelle Jannese
Together Hom Case
Manager & Support
Coordinator



Cristina Massia
Support Coordinator



Dee Brooks
Community Builder



Denis O'Dwyer
Support Coordinator



Denise Aviles
Support Coordinator



Dimitra Donopoulos
Support Coordinator



Drew Rogers
Behaviour Intervention
Specialist



Ella Clucas
Support Coordinator



Emily Wold
Support Coordinator



Fiona Miller
Community Builder

SECTION 5

OTHER IMPORTANT INFORMATION

OUR PEOPLE



Freya Pearson
Support Coordinator



James Jarvis
Community Builder



Jasmine Winter
Support Coordinator



Jason Emmins
Behaviour Intervention
Specialist & Support
Coordinator



Jody Pool
Together Home Case
Manager



Julie-Anne Carrington
Support Coordinator



Kaeleen Hunter
Support Coordinator &
Community Builder



Kate Johnstone
Support Coordinator &
Community Builder



Kelly Dines
Support Coordinator



Kerri-Anne Hawkins
Support Coordinator



Lisa Zulfiqar
Support Coordinator



Luke Gilray
Together Home Case
Manager & Support
Coordinator



Lynn Lennon
Support Coordinator



Margaret Henville
Support Coordinator



Maria Short
Support Coordinator



Martin Byrne
Support Coordinator



Mary Savidis
Support Coordinator



Meredith Baylis
Support Coordinator &
The Connector



Michaela Kennedy
Support Coordinator



Michelle Dunscombe
Community Builder

SECTION 5

OTHER IMPORTANT INFORMATION

OUR PEOPLE



Mitchell Gainey
Support Coordinator &
Community Builder



Renee Davies
Support Coordinator



Robert Hosking
Behaviour Intervention
Specialist



Sharon Tierney
Support Coordinator



Simone Bursey
Behaviour Intervention
Specialist



Steph Bitter
Support Coordinator &
Community Builder



Steve Ripley
Support Coordinator



Tania Austin
Support Coordinator



Tess Pollard
Behaviour Intervention
Specialist



Trish Leonard
Support Coordinator



Vanessa Locke
Support Coordinator



Victor Tyler
Support Coordinator



Yvonne Matsas
Support Coordinator

JEDER ADMIN

The Jeder Membership would like to thank and acknowledge the Administration Team which has developed strongly throughout the year! The members of this team are:

- Cherish Page-Brooks
- Sharon Tierney
- Jazmin Kennedy
- Aliah Zulfiqar
- Alison Jovanovic
- Dee Brooks (lead)

SECTION 5

OTHER IMPORTANT INFORMATION

OUR PARTNERS

ABCD & COMMUNITY BUILDING TEAM PARTNERS



PERSON-CENTRED PRACTICE PARTNERS

