



Volunteer Position Description

Volunteer role title: Committee of Management

Last updated: March 2024

Role summary

The Committee of Management represents the local community and are responsible for the ensuring the house serves its community as intended through support and oversight of the operational staff.

Time Commitment

Meetings are held for 1-1.5 hours every 8 weeks, during the evening. A modest but varying number of additional hours are expected outside of meetings, including to check and respond to emails and contribute to projects or document reviews.

Key Responsibilities

The Committee of Management has five broad functions:

- Plan – guide the house's strategic directions by setting goals and priorities
- Direct – provide direction where appropriate to ensure the organisation is managed effectively
- Engage – bring a wider Community perspective to the services provided and pursue partnerships with stakeholders
- Oversee – ensure the house meets its legislative, contractual and financial obligations
- Support – support the house's management team and Committee colleagues to fulfil their responsibilities and meet the needs of the community

Officeholder roles have additional responsibilities:

Chairperson

- Chair meetings and represents the organisation at public events.
- Provide leadership in the committee and to the organisation based on communication and collaboration skills and with empathy, impartiality and trustworthiness.
- Proactive identification and resolution of issues emerging within the organisation
- Establish a committee of management at the annual general meeting and filling casual vacancies as they occur according to the rules in the constitution.
- Comply with the Fair Work system, relevant awards or the neighbourhood house sector collective agreement and 11 national employment standards (see detailed compliance requirements in the Appendix).
- Ensure a working environment that is safe and without risks to physical and mental health, is free of discrimination, harassment or victimisation.
- Ensure a working environment that complies with Child Safe Standards and Privacy legislation

Secretary

- Lodge regular updates and annual statements with relevant Federal and State Authorities, in line with the governance compliance schedule, including notification of any changes to the House's legal name, address for service, responsible people including committee members and office bearers or constitution.
- Ensure that the Centre holds appropriate current insurances
- Ensure that the constitution, strategic plan and activity descriptions reflect a primary charitable purpose to retain charitable registration with the Australian Charities and Not-for-profits Commission.
- Ensure an accurate record of organisational meetings and decisions are maintained.

Treasurer

- Ensure that financial records are maintained in an accurate and timely manner, and that the Centre meets the financial obligations required by Federal and State Authorities.
- Report and advise on the financial position of the Centre to other Committee members at each meeting, and at the Annual General Meeting.
- Support the Manager in identifying opportunities for stronger financial management
- Authorise an independent audit of the annual financial statements by a registered company auditor, form of registered company auditors or a member of (and who holds a current practicing certificate from) CPA, ICAA or IPA.

Skills required

Members of the Committee of Management are expected to:

- Have a genuine interest in supporting a local grass-roots community organisation.
- Have a strong connection to Geelong's Northern suburbs, either as a resident, worker, business owner or student.
- Exhibit a strong collaborative, hands-on approach to achieving community outcomes.
- Contribute skills and experience to support the Committee, the Manager, and local community
- Manage time to be involved in general and allocated Committee activities and participate in other related activities.
- Ability to contribute to grant writing and policy development - *desirable*

Physical Requirements

- Limited physical activity is required to undertake this role. Some bending and lifting of furniture (less than 10kg) for classroom set-up and pack-down may be required.

General Requirements

- Be 18 years of age or older
- Satisfactory Police Check (must be renewed every 3 years or upon request)
- Working with Children (Volunteer) check
- Attend Induction training
- Attend program specific training and meetings as required.

Code of Conduct

The Code of Conduct outlines the minimum standards of behaviour and conduct which volunteers must comply with when carrying out their duties in association with Rosewall Community Centre.

Child Safety and Working with Children Check

Rosewall Community Centre is a Child Safe Organisation. We recognise the safety of all children including Aboriginal children, culturally and/or linguistically diverse children and children with a disability. The Centre requires volunteers working in child related positions or who have contact with children as part of their role to hold a current Working with Children Check Card, update their card with the Department of Justice with Council as their place of volunteering, and to provide the Council with proof of this. Any changes to the status of a volunteers' Working with Children Check must be advised to the Chairperson or Manager immediately.

Criminal Record Check

A Criminal Records Police Check must be undertaken prior to commencement for all volunteers. An unsatisfactory assessment may result in the volunteer not being recruited and we encourage volunteers to be proactive in discussing any criminal record. A volunteer who refuses to complete the appropriate forms will not be accepted.

About Rosewall Community Centre

Rosewall Community Centre is a not-for-profit community-based neighbourhood centre that has operated at 36 Sharland Rd, Corio since July 1980. The Centre was established by the Shire of Corio (this was the local Government prior to amalgamation into the City of Greater Geelong), and was originally part of a hub that included Rosewall Primary School and Rosewall Kindergarten. Rosewall Neighbourhood Centre became an incorporated association in 1989 and has since been managed by a Committee of Management from the Community and User Groups of the Centre.

As well as the Sharland Rd site, Rosewall Neighbourhood Centre is responsible for the management of the Hendy St Hall. The hall is booked at a subsidised rate, on a casual or regular basis, for community classes and gatherings. Hendy St Hall also provides Rosewall Neighbourhood Centre with the capacity to offer more activities or courses

Rosewall Neighbourhood Centre is a registered Learn Local, which means we are funded by the Department of Jobs, Precincts, Regions and Industry through the Adult and Community Further Education (ACFE) Board to deliver education programmes that pathway onto further education or employment. Rosewall Neighbourhood Centre has 4 ongoing part time staff, approximately 9 contract and casual staff and approximately 20 volunteers.