



Watsonia Neighbourhood House

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Position Description

Ordinary member - Committee of Management

About Watsonia Neighbourhood House

We are not-for-profit organisation providing a range of services to meet the needs of our local community through educational, recreational and support activities. Our team of volunteers make an important contribution to the ongoing running of our House. We are governed by a volunteer Committee of Management and run by paid staff.

Role

Ordinary members of the Committee of Management are responsible for overseeing the affairs of the incorporated association, ensuring its legal obligations are met and that the organisation is soundly managed for the benefit of all.

Committee members carry out their duties in a lawful manner and ensure that the business of the organisation is carried out in accordance with the law and under the terms of the organisation's Rules of Incorporation and Policies. Committee members support the vision, purposes and values of the organisation and ensure the governance and management of the organisation reflect them.

Responsibilities

- be diligent, attend Committee meetings and devote sufficient time to prepare for these meetings, allowing for full and appropriate participation in the Committee's decision-making
- consider the best interests of the organisation when making decisions or voting on an issue
- ensure that the organisation's assets are protected by a suitable risk management strategy
- ensure that the organisation does not trade while insolvent
- act within the terms of the Rules of Association
- ensure that members are provided with an accurate and balanced view of the organisation's performance including both financial and member services
- be responsive and accountable to members' needs, concerns and expectations
- review the Committee's performance as a whole for its development and quality assurance

In the main, the Committee of Management delegates the operational tasks of the organisation to staff; however it remains the Committee's responsibility to ensure that all motions from Committee meetings are implemented and actions completed.

Skills and abilities

- Good organisational skills
- Good communication skills, verbal and written
- Reliable, punctual and of good character
- Computer skills, in particular email and word processing
- Understanding of neighbourhood house community development practice model and principles