



VOLUNTEER POSITION DESCRIPTION

NECCHI is committed to delivering bold initiatives to advance social justice and sustainability, and to make the Newlands and East Coburg Neighbourhood Houses the best they can be to support their communities. We believe that partnering with and supporting community groups helps us to deliver the most relevant and dynamic programs for our community.

NECCHI houses aim to be inclusive and respectful spaces where awesome things happen to build strong, happy communities.

Volunteers are important members of the NECCHI team, and we value your time and contribution very much!

POSITION	General Board Member
LOCATION	<input checked="" type="checkbox"/> Newlands Neighbourhood House <input checked="" type="checkbox"/> East Coburg Neighbourhood House
REPORTING TO	Board of Governance
DIRECT REPORTS	nil
HOURS	Approx. 5hrs/mth

IMPORTANT NOTE

The role of General Board Member is a volunteer role. This means you are not an employee of, or contractor to, Newlands and East Coburg Community Hubs Inc. (NECCHI) and, if you accept the role, you will perform all duties on a voluntary basis and not receive remuneration or payment for your work. All Board Members are required to be members of NECCHI.

ROLE PURPOSE

What is the role trying to achieve?

The purpose of the NECCHI Board of Governance is to ensure that NECCHI fulfils its mission and purpose, remains solvent and complies with all its legal, financial, and ethical obligations. Board members provide sound governance and effective leadership.

KEY RESPONSIBILITIES

The duties of a NECCHI General Board Member can be summarised as follows:

- to act with reasonable care and diligence
- to act honestly and fairly in the best interests of the organisation and for its charitable purposes
- not to misuse their position or information they gain as a Responsible Person
- to disclose conflicts of interest
- maintain privacy and confidentiality
- to ensure that the financial affairs of the organisation are managed responsibly, and
- not to allow NECCHI to operate while it is insolvent

KEY TASKS

- Prepare for, attend and contribute to monthly Board meetings (meetings are 90 minutes).
- Actively participate in at least one subcommittee or working group.
- Work with other Board members and the Manager to ensure:
 - clear strategic direction and achievable plans in line with NECCHI's purpose and values are established, implemented and reviewed
 - adequate resources and personnel are in place to support the above
 - an effective policy framework is developed and regularly reviewed to guide NECCHI's work, implement its plans and meet its obligations.
 - adequate internal controls are established to ensure sound financial management, risk management and legal compliance.
 - adequate internal accountability mechanisms to ensure compliance with policies and procedures and to monitor organisational performance.
 - NECCHI meets accountability requirements of funding bodies
- Work with the Board to:
 - finalise, approve and review the annual budget
 - prepare and approve employment contracts for paid staff and ensure all legal and other responsibilities of an employer are carried out
- As needed, participate in consultation processes or liaise with MPs, local councillors or government officers.
- Attend governance training as needed.
- All board members are also actively encouraged to get involved with events and activities at the two Neighbourhood houses.

QUALIFICATIONS AND EXPERIENCE	What must you bring to the role?
<ul style="list-style-type: none">■ Willingness to support the values, vision and purposes of NECCHi■ Knowledge and/or experience in policy/grant writing, finance, HR/IR law and/or risk management in the not-for-profit/community sector highly desirable■ A positive and friendly disposition■ A commitment to supporting a respectful, inclusive, and non-discriminatory processes■ Very good communication and interpersonal skills■ Reliability and flexibility■ Ability to work in a team and complete tasks independently■ Good digital literacy skills	