



13a Wingate Avenue  
 Ascot Vale 3032  
**Phone:** 03 9376 5244  
**Fax:** 03 9376 2676  
 jan@wingateave.com.au  
[www.wingateave.com.au](http://www.wingateave.com.au)  
**ABN:** 33 042 739 925

<b>Position Title</b>	<b>General Member - Committee of Management</b>
<b>Employment Status</b>	<b>Volunteer – 2 hours per month attendance at meetings</b>  <b>Additional hours – 3hrs per month in reading reports, emails etc.</b>
<b>Location</b>	<b>13A Wingate Avenue Ascot Vale VIC 3032</b>

### **Background Information**

Wingate Avenue Community Centre (WACC) was established in 1985 and is a busy, vibrant community managed neighbourhood house based on a Ministry of Housing estate in Ascot Vale. The Centre is a Registered Training Organisation that recently won the 2013 Learn Local Legend award as well as the 2017 Training Provider of the year, which recognises outstanding contribution to learners and the Victorian Learn Local education and training sector. As well as learning opportunities Wingate also provides social and recreational programs. Wingate houses many co-located services which include Moonee Valley Legal Service, Maternal Child Health, ReGen Drug and Alcohol, the Networker for the Western Region and a Community garden. The focus of the Centre is to be a vibrant, innovative and diverse community where individuals feel valued and have the opportunity to reach their full potential.

The Centre is a not for profit incorporated association governed by a volunteer Committee of Management which is made up of Centre and community members that provide a governance structure and strategic direction for the Centre’s management.

Located at 13A Wingate Avenue, Ascot Vale the Centre is built in the centre of the housing estate. The Centre has two computer labs, a commercial kitchen, recently renovated 19 place childcare centre, 5 training rooms and is in the course of building a Men’s Shed. It also has three external sites where classes operate from. Wingate has DGR and CCS status.

**Please see below:** the position description for General Member - Committee of Management

### **Position Description: General Member – Committee of Management**

#### **Roles and Responsibilities – as per constitution**

The affairs of the Association shall be managed by the Committee of Management.

25.1 The Committee of Management will have a maximum of 9 and a minimum of 6 members as elected under rule 26

25.2 The Office-bearers of the Association shall be:

- (a) A Chairperson;
- (b) A Vice-chairperson;
- (c) A Treasurer; and
- (d) A Committee Secretary.

25.3 The ordinary Committee of Management members include the coordinator (non Voting) and an elected staff member of the Association (voting) and between one and seven other members.

25.4 The Committee of Management may co-opt members to the Committee,

- (a) A Councilor of the City of Moonee Valley (non-voting)
- (b) Officer of the City of Moonee Valley (non-voting)
- (c) Officer of the Department of Housing (nonvoting)
- (d) An elected representative of the co-located services at the Community Centre (non-voting)

25.5 Office-bearers and Secretary will be appointed by ordinary Committee of Management members from their number at their first Committee of Management meeting, which will be held within twenty one days after the Annual General Meeting.

25.6 The Secretary will be a member of the Committee of Management, and appointed in accordance with the Act.

#### **Election of Members**

26.1 Nominations of candidates for election as members of the Committee of Management must be:

- (a) Made by completion of a nomination form set out in Appendix 2, signed by two members of the Association and accompanied by the written consent of the candidate and
- (b) Delivered to the Coordinator of the Association not less than 7 days before the date fixed for the holding of the Annual General Meeting.
- (c) All nominations will be given to a Returning officer, appointed by the Management Committee prior to the Annual General Meeting

(d) The Returning Officer shall conduct any ballots necessary at the Annual General Meeting.

26.2 If insufficient nominations are received to fill all vacancies on the Committee of Management, the candidates nominated shall be deemed to be elected and further nominations may be received at the Annual General Meeting.

26.3 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

26.4 If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.

26.5 The ballot for the election of Committee of Management members must be conducted at the Annual General Meeting in such a manner as the Committee of Management may direct.

### **Volunteer Hours:**

2 hours (5.45pm to 7.45pm) on the 3<sup>rd</sup> Monday of every month and attendance at AGM

3 hours per month as required for reading committee reports, attending and representing Wingate as time permits.

### **Position duties**

#### General

- On being elected to the Committee, undertake induction and training procedures as provided by the Manager

#### Governance

- Consider, debate, and vote on issues before the Committee on the basis of the best interests of the organisation only
- Comply with the rules and policies of the organisation

#### Planning

- Review and approve the organisation's Strategic Plan and other consequential arrangements (Business Plan, Marketing Plan, etc)

#### Meetings

- Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence
- Where Committee papers are circulated in advance of the meeting, read papers and consider issues before the meeting
- Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate

#### Administrative & Management

- Serve on Sub Committees as required
- Review and approve the organisation's systems for financial control and risk management and oversee the financial affairs of the organisation

- Undertake administrative duties as required

#### Media & Promotion

- Make comments to the media only as provided in the organisation's Media Policy
- Promote the organisation in the community as opportunities arise

#### Fundraising

- Participate enthusiastically in any fundraising approved by the committee

#### Legal & Ethical

- Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
- Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
- If they have any direct or indirect material personal interest in any contract with the organisation, or in any matter before the Committee:
  - inform the Committee immediately of the nature and extent of this interest, and the relation of the interest to the activities of the organisation, such details to be recorded in the minutes of the Committee meeting
  - not be present while the matter is discussed at the Committee meeting and not vote on the matter
- If they have any non-material personal conflict of interest in any matter before the Committee, or believe that the perception of such a conflict might arise, inform the Committee immediately and follow the Committee's rulings as to proper procedure
- Ensure that the organisation does not trade while insolvent
- At all times conduct Committee business politely and with consideration for others, without ill feeling, improper bias, or personal animus

#### **Key Selection Criteria**

##### **Desirable but not essential**

- Experience working in human resources, education or the legal profession or a member of the local community
- Experience working in a similar role and/or understanding of the neighbourhood house sector
- An understanding of the philosophy underpinning community organisations

#### **How to apply**

Please send a cover letter (including a brief statement about why you would like to join the Committee of Management) and resume to:-

Send via email to - Joel Grant (Secretary) [joel@fjpartners.com.au](mailto:joel@fjpartners.com.au)

Receiving applications now Final applications COB 30<sup>th</sup> November 2018