



## Woodcroft Morphett Vale Neighbourhood Centre Inc

### Volunteer Position Description

<b>Role title</b>	General Member – Management Committee
<b>Role objectives</b>	The General Management Committee Member's roll is to ensure that the Management Committee functions properly, that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out for the good of Woodcroft Morphett Vale Neighbourhood Centre (WMVNC) and the local community.
<b>Reports to</b>	The Management Committee
<b>Primary responsibilities</b>	<ul style="list-style-type: none"> <li>• good relationships and a team approach are fostered within the Management Committee of WMVNC</li> <li>• good relationships are fostered between the paid/unpaid staff and the Management Committee of WMVNC</li> <li>• the Committee is focused on governing the WMVNC</li> <li>• the Committee is focused on meeting the objects of the WMVNC</li> <li>• the requirements of the constitution of the WMVNC are met</li> <li>• the requirements of the Associations Incorporation Act 1984 are met</li> <li>• business is conducted in an orderly manner</li> <li>• Standing Orders are followed</li> <li>• constructive discussion and debate is encouraged prior to decisions being made</li> <li>• decisions are made according to the policies of the WMVNC Centre</li> <li>• tasks are delegated responsibly and appropriately</li> <li>• strong and productive relationships are fostered with like- minded organisations</li> <li>• guests are made to feel welcome</li> </ul>
<b>Key tasks</b>	<ul style="list-style-type: none"> <li>• Be familiar with the Centre's Constitution, Vision and Mission, Objectives, Values, Strategic Plan and Policies</li> <li>• Act in good faith and in the best interest of the Centre</li> <li>• Show a duty of care</li> <li>• Exercise powers and discretions for a proper purpose</li> <li>• Avoid any conflict of interest</li> <li>• Respect confidentiality</li> <li>• Work with volunteers and staff to ensure smooth running of the Centre.</li> </ul>
<b>Key working relationships</b>	This position requires good working relationships with both volunteers and staff within the program and across the organisation.
<b>Special requirements</b>	A DCSI clearance is a requirement of the role.

<b>POSITIONS SKILLS, KNOWLEDGE, PERSONAL QUALITIES AND TRAINING</b>	
<b>Essential</b>	
<b>Skills, knowledge and personal qualities</b>	<ul style="list-style-type: none"> <li>● good understanding of community services sector</li> <li>● knowledge of meetings protocols</li> <li>● strategic thinker</li> <li>● public verbal and written skills</li> <li>● analytical skills</li> <li>● time availability</li> <li>● sound knowledge of the Microsoft Word suite and use of email</li> </ul>
<b>Mandatory training requirements</b>	<p><b>WMVNC Volunteer Induction</b> All Centre volunteers are required to undertake an induction provided by the Volunteer Coordinator - Recruitment prior to commencing voluntary activities in the Centre's Volunteer Program.</p> <p><b>Child Safe Environment Training</b> All Management Committee members will be required to complete this training as soon as reasonably practicable after commencing the role.</p> <p><b>WHS Training Requirements</b> All volunteers are required to complete the following WHS training prior to the completion of their Probation period, or as soon as is reasonably practicable:</p> <ul style="list-style-type: none"> <li>● Manual Handling</li> <li>● Incident reporting</li> <li>● Duty of Care</li> <li>● Safe Food Handling (if applicable to the role)</li> </ul>
<b>Green initiatives</b>	<ul style="list-style-type: none"> <li>● Demonstrate responsibility and leadership to visitors, staff and particularly other volunteers on sustainability and environmental issues</li> <li>● Demonstrate leadership in minimising the generation of waste to landfill through recycling</li> </ul>
<b>Desirable</b>	
<b>Skills, knowledge and personal qualities</b>	<ul style="list-style-type: none"> <li>● Knowledge of working as part of a team and customer service practices and principles</li> <li>● Awareness of workplace Health and Safety and the requirements of Equal Opportunity Act and Disability Discrimination Act</li> <li>● Ability to relate to people from diverse backgrounds and be non-judgemental</li> <li>● Specific skills required by the Management Committee, based on a skills audit, include: <ul style="list-style-type: none"> <li>○ IT / Information Technology</li> <li>○ Marketing and Promotion</li> <li>○ Business Administration</li> </ul> </li> </ul>
<b>Training</b>	Volunteers will be provided with an induction and site orientation visit prior to commencing the volunteer role.
<b>Time commitment</b>	<b>Meetings:</b> The General Member shall attend the Management Committee meetings (once per month) and meetings with the Community Development Officer as required.

	<b>Training:</b> A commitment to attending/completing essential training is a pre-requisite for the role. Where possible, training will be delivered during the normal volunteer hours for the role, but volunteers may be required to attend essential training at other times.
<b>Benefits of the role</b>	<ul style="list-style-type: none"> <li>• Opportunity to gain skills and experience through working as a volunteer</li> <li>• Participation in volunteer recognition events</li> <li>• Training and personal development opportunities</li> <li>• Pre-approved out-of-pockets expenses reimbursed</li> <li>• Personal satisfaction</li> <li>• An opportunity to help people in the community</li> </ul>
<b>Challenges of the role</b>	<p>Possible challenges of the role may include:</p> <ul style="list-style-type: none"> <li>• Maintaining up to date knowledge of current legislative requirements</li> </ul>
<b>Performance management</b>	All new volunteers are subject to a three-month Probationary Period from their start date. All volunteers must participate in an Annual Catch Up with the Volunteer Coordinator - Recruitment/Supervisor.
<b>Special conditions</b>	n/a

# Our Vision and Mission

## Vision Statement

To enrich the lives of the people in our community

## Mission Statement

Woodcroft Morphett Vale Neighbourhood Centre is a warm, welcoming place where you can;

- Feel free to be yourself
- Share information
- Participate in activities run by the local community

Further information about the Organisational structure and future direction can be found in the Volunteer Handbook and Strategic Plan 2017-20.

I have read and understood this Volunteer Position Description and agree to abide by all the conditions as outlined within it.

Print Name (Volunteer): .....

Signed (Volunteer): \_\_\_\_\_ Date .. / .. / ....

Name (Volunteer Supervisor/Coordinator):.....

Signed (Volunteer Supervisor/Coordinator):

\_\_\_\_\_ Date: .. / .. / ....

**Date for Review** .. / .. / ....  
 (Maximum of three years from date of signing)

# General Member – Management Committee

## List of Duties

- Act as an ambassador for the Centre
- Be involved in and informed about decisions at meetings
- Become involved in a sub-committee
- Report to the meeting any tasks that have been assigned to you
- Take part in planning, training session and relevant functions
- Support fundraising initiatives by participating in or attending community events.

### **Before each meeting:**

- Make sure any tasks assigned to you have been completed
- Forward any reports for the meeting to the Community Development Officer
- Read through any items sent out prior to the meeting including agenda, minutes of the previous meeting, sub-committee reports, etc

### **At each meeting:**

- Listen to and take part in discussion and make decisions
- Only discuss Committee business as per the agenda

### **After each meeting:**

- Support all majority decisions outside the meeting
- Carry out any tasks assigned