



2 Snugburgh Way Epping 3076
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Role Description Neighbourhood House Secretary - Voluntary

Background

Creeds Farm Living and Learning Centre serves communities in Melbourne's high growth suburbs of Epping North and Wollert on the northern edge of Melbourne. We provide opportunities for people to build community connections, for life-long learning, skills development, information sharing, social and recreational activities and community development. Read our latest annual report to find out more.

We are looking for a person with governance experience ideally in incorporated community organisations to join our Committee of Management as Secretary. This is a volunteer role.

Selection Criteria

Essential

Governance experience ideally in incorporated community organisations.

Ability to ensure appropriate record keeping by the organisation including agenda setting, minute-taking and monitoring actions

Ability to ensure required reporting to regulators by the organisation.

Ability to work cooperatively in a committee of governance.

Desirable

Skills and interest in promoting and marketing Creeds Farm.

Interest in and understanding of community development principles and practice.

Supportive of environmentally sustainable practices.

Required Time Commitment

On average, about half a day per week including:

- preparing for and attending Committee of Management meetings every 6 weeks
- fulfilling the Secretary's duties
- attending to ad hoc committee business as needed
- participating on at least one sub-committee including attending meetings and actioning tasks.

For More Information

Contact Max Sargent, Manager 0400 235 529 manager@creedsfarm.org.au