



2 Snugburgh Way Epping 3076

www.cflc.org.au

e: manager@creedsfarm.org.au

T 0400 235 529

General Committee of Management Member Voluntary Position Description 2021

Background

Creeds Farm Living and Learning Centre serves communities in Melbourne's high growth suburbs of Epping North and Wollert within the City of Whittlesea. We provide opportunities for people to build community connections, for life-long learning, skills development, information sharing, social and recreational activities and community development. We are a charity and an Incorporated Association in Victoria and receive funding from State, Federal and Local governments, other charities and businesses. We employ staff, supervise volunteers, provide community programs and we own the building and land where Creeds Farm is situated. We are part of local, regional and State neighbourhood house networks.

Position Focus and Responsibilities

As a General Member of the Committee you will contribute to the good governance of Creeds Farm which includes: ensuring that Creeds Farm operates well as a neighbourhood house and that we meet our funding, reporting and employer obligations. You will participate in Committee of Management and Sub-Committee meetings and you will also be part of planning for the future of Creeds Farm.

Skills, experience and attributes

Experience or interest in the operation and/or governance of community or other caring organisation.

Ability to work cooperatively within a committee of governance.

Good communication skills and competency in English.

An interest in marketing, fundraising and communications is desirable.

Interest in and understanding of community development principles and practice.

Time Commitment

Committee of Management meetings - about 2 hours per 6 weeks on a weeknight by Zoom or in person.

A Sub-Committee, about 2 hours per 6 weeks. You would also need time to prepare for meetings and act on decisions of meetings.

You would be in the role until our Annual General Meeting in November, when Committee elections are held.

Location

Epping North and via Zoom.

Other requirements of the role

You must become a Creeds Farm Living and Learning Centre member (free).

Police Check and Working With Children Check,

What You will Get by Volunteering With Us

The opportunity to contribute to improving the local community.

A practical experience in governing a small not-for-profit organisation.

A great addition to your resume.

Re-imbusement for out of pocket expenses by performing your role as a Committee member.

Application Process

Expression of Interest to Creeds Farm Manager, describing skills and interest.

Conversations with Manager and Creeds Farm Chairperson.

Meeting with Committee of Management

Approval of Creeds Farm Committee of Management meeting.

For More Information or to Apply

Contact Max Sargent, Manager Creeds Farm Living and Learning Centre

manager@creedsfarm.org.au

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