



Roles: General Board Members and Secretary

Location: 2 Snugburgh Way, Epping, 3076, City of Whittlesea

Community Sector: Community Development	Meetings (frequency): Monthly
Annual Budget: \$200,000	Meetings Held: 6.30pm – 8pm
Current Board Size: 5-7	Meetings (Mode): Hybrid (online and in person)
Number of Paid Staff/Contractors: 2-4	Number of Volunteers: 5 - 10

Areas of Expertise Being Sought

The Board of Governance of Creeds Farm Living and Learning Centre (Creeds Farm) is seeking new Board members to fill current vacancies and as part of our succession planning.

Key skills we are seeking include: risk and governance | property and building knowledge including facilities management or procurement | legal.

Even if your skills and expertise are in other areas, if you are passionate about community work and ready to contribute to the strategic direction of a neighbourhood house, we invite you to apply.

About Creeds Farm Living & Learning Centre

Creeds Farm works with communities in Melbourne's high growth suburbs of Epping North and Wollert in 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. You can find the [rules of our association here](#). 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.

This is a great time to join our Board. Creeds Farm reopened in September 2022 - having been closed with the pandemic and building repairs - and welcomed our friends and neighbours back through our doors. Our vision is to be a sustainability and wellbeing hub for our growing community.

Our values

- **Connection.** We connect with each other and connect people to opportunities, support, learning and community.



- **Empowerment.** We enable community participation and support self-awareness and people taking action to meet their needs.
- **Diversity.** We celebrate people's strengths, skills and potential, learn from each other and promote inclusiveness.
- **Welcoming.** We are positive, kind and bring good will and good humour to all we do

What's involved?

The Board of Governance ensures Creeds Farm fulfils its purpose, operates well as a neighbourhood house, remains solvent and complies with all legal, financial and ethical obligations. Board members ensure sound governance and clear strategic direction for Creeds Farm.

In accepting the position, Board members undertake to provide sound governance and effective leadership to the organisation by ensuring that the organisation has:

- Clear strategic directions and achievable plans in line with its purpose and values.
- Adequate resources to carry out its work.
- Competent personnel.
- An effective policy framework to guide its work, implement its plans and meet its obligations.
- Adequate internal controls 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.

Your skills and experience

- Experience or interest in the operation or governance of community organisations or incorporated associations. Prior experience on a Board or regular provision of reports to a Board well regarded.
- Strategic planning, critical thinking and influencing skills.
- Ability to work cooperatively.
- Good communication skills.
- Experience in at least one of governance, legal, advocacy, marketing and communications, risk management, facilities management or procurement, human resources, grant writing or fundraising is desirable.
- Ability to ensure appropriate record keeping including setting agendas, taking minutes and monitoring actions (for the Secretary).



Your commitment

- Prepare for, attend and contribute to regular Board meetings. Monthly Board meetings are held online or in person at Creeds Farm on the fourth Wednesday of each month (apart from December and January) at 6.30pm for 60 - 90 minutes. We are located in Epping North. In keeping with Creeds Farm's commitment to sustainability, we are a paperless Board. We use Microsoft SharePoint for Board and governance documents.
- Actively participate on at least one subcommittee or working group.
- As needed, participate in consultation processes or liaise with MPs, local councillors or government officers.
- Attend governance training as needed.
- The Secretary will also need to prepare the agenda in consultation with the Chair and take minutes for each meeting.

Benefits of volunteering with us

- Contribute to the local community.
- Work with a passionate and dedicated Board.
- A practical experience in governing a small not-for-profit organisation.
- A great addition to your resume.

How to apply

Please tell us in one page who you are, the skills and experience you can bring to Creeds Farm and why you would like to join the Board of Governance. Please attach your resume to the application.

If you'd like to know more, **please call Christina, Creeds Farm Chairperson on 0402 295 167.**