

Role: Chairperson, Board of Governance

Location: City of Whittlesea

Community Sector: Community Development

Annual Budget: \$200,000	Current Board Size: 5 - 7
Number of Paid Staff/Contractors: 2-4 part-time	Meetings (frequency): Six weekly
Number of volunteers: 5 - 10	Meetings Held: 6.30pm – 8pm
	Meetings (Mode): Online

Areas of Expertise Being Sought

We are seeking to recruit a new Chairperson with leadership capability, excellent communication skills and previous governance experience, ideally with community or not for profit committees or boards. Our current Board has expertise in governance, communications and advocacy, community wellbeing and finance and risk management.

With the end-of-term of the current Chairperson in October 2024, this is a wonderful opportunity to lead the dedicated Board of Governance and a growing and vibrant neighbourhood house, with a supported and structured transition.

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 we have been delighted to see our local community flowing in. A new manager started in February 2023 and the number and variety of programs and activities with a focus on community-led design has grown, with more than 100 people participating each week. Our vision is to be a sustainability and wellbeing hub for our growing community.

Creeds Farm 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.

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 commitment

The Board of Governance meets every six weeks on a Thursday evening at 6.30pm online. In keeping with Creeds Farm's commitment to sustainability, we are a paperless Board. We use Microsoft SharePoint for Board and governance documents.

The Chairperson puts together the meeting agenda with the Secretary, chairs the meetings and facilitates discussion, and acts as the link between the Board and the organisation meeting regularly with the Creeds Farm manager to discuss organisational matters.

We expect Board members to demonstrate their commitment to the organisation by attending all meetings and actively participate on at least one sub-committee or working group. Members may also be requested to formally represent the organisation by participating in consultation processes or attending meetings with politicians or government officers.

Benefits of volunteering with us

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

How to apply

We welcome applications from people of all abilities, backgrounds and identities.

Please email your CV and a one-page letter with your interest in the role and what you can bring to Creeds Farm and the Board of Governance to christina@creedsfarm.org.au.

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