

## **Position Description:**

### **Committee of Management Members**

#### **Rowville Neighbourhood Learning Centre trading as Community Learning Centre - Community Services**

Are you interested in making a difference in your Local Community?

This is an exciting opportunity to utilise your innovative and professional skills to assist with the transformation of an established and dynamic not-for-profit organisation that has proven itself to make a difference to people's lives in the local community.

We are looking for a skilled, capable and committed person who is keen to join the Committee of Management (CoM) of a community-based organisation

The volunteer CoM provides strategic direction, governance support and oversight to Community Learning Centre (CLC) in meeting its strategic goals.

- Do you have a genuine interest in supporting a local grassroots community organization?
- Have a strong connection to Knox, either as a resident, worker, business owner or student.
- Exhibit a strong collaborative approach to achieving community outcomes
- Skills and experience to support the CoM, CLC Management, and local community.

#### **Responsibilities include:**

- Oversee the governance of CLC, ensuring its legal obligations are met and that the organisation is soundly managed, ensuring its sustainability, compliance and strategic development.
- At all times CoM duties are to be carried out in a lawful manner and in accordance with the terms of CLC Rules of Incorporation and Deed of Delegation
- Continue to develop a sound understanding of Not for Profit governance and best practice.
- Contribute to CoM decision-making and development.
- In consultation with the Manager and stakeholders develop and support the Mission, Vision and Values of CLC and set the strategic direction.

#### **Commitment:**

- The CoM meets up to **10 times per year including the AGM** the meetings are usually held on the third Tuesday evening of the month.
- Average commitment estimated at **1 hour for meetings** and a further **1 hour of reading per month**. Minimum position-**12 months**

The person must be over 18 years of age and a resident of Victoria, Police Check is required  
The CoM welcomes applications across a diverse cross-section of professional skills, experience and qualifications. If we have sparked your interest, we'd love to hear from you!  
Please email [chairperson@communitylc.org.au](mailto:chairperson@communitylc.org.au)