



## Volunteer Vacancy Form

<b>Name of organisation:</b>	<b>Warrandyte Neighbourhood House Inc. (WNH)</b>
<b>Address:</b>	<b>168 Yarra Street Warrandyte</b>
<b>Municipality:</b>	<b>Eastern Metropolitan Region</b>
<b>Email:</b>	
<b>Phone:</b>	<b>9844.1839</b>

<b>Contact for this role:</b>	<b>Sandi Miller</b>
<b>Position in organisation:</b>	<b>Board President</b>
<b>Where would you like expressions of interest/referrals to be directed to?</b>	<a href="mailto:president@wnh.org.au">president@wnh.org.au</a>

<b>Volunteer job title:</b>	<b>Ordinary Board Member</b>
<b>Venue/ address of activity:</b>	<b>WNH, 168 Yarra Street Warrandyte</b>

<b>Number of volunteers needed:</b>	<b>4</b>
<b>Role description:</b>	<p>The Committee of Governance is responsible for organisational governance and strategic vision and overview of the House.</p> <p>Ordinary members of the Committee of Governance are responsible for overseeing the affairs of the organisation, ensuring its legal obligations are met and that the organisation is soundly managed for the benefit of all.</p>
<b>Qualification/skills required:</b>	<p>Desire to contribute and /or willingness to learn new and actively participate in the Governance of a not-for-profit Neighbourhood House</p> <p>Willingness to get involved where required to support the House.</p>
<b>Other requirements:</b>	
<b>Volunteer duties:</b>	<p>As a member you will be asked to primarily to:</p> <ul style="list-style-type: none"> <li>• meet regularly to monitor the performance of the organisation. Committee members ensure that appropriate monitoring and reporting systems are in place, and that these are maintained and utilised to provide accurate and timely information</li> <li>• be diligent, attend Committee meetings and devote sufficient time to preparation for these meetings, allowing for full and appropriate participation in the Committee's decision-making</li> <li>• ensure that the organisation does not trade while insolvent</li> <li>• ensure that all resolutions from Committee meetings are implemented and actions completed</li> </ul> <p>As a member you could also engage in these activities</p> <ul style="list-style-type: none"> <li>• develop, endorse and monitor strategic and annual plans of the organisation</li> <li>• develop, review and endorse the organisation's policies and procedures</li> </ul>
<b>Age range: (If required for insurance purposes)</b>	<b>Adults</b>

<b>Requirements (please tick all that are relevant)</b>	
Driving licence/Type?	Working with children's check - Y
Heaving lifting	Medical check
National police check - Y	Traffic check

<b>Commitment: (please tick)</b>	
One-off – an event	Regular – less than 6 months
Regular – more than 6 months - Y	One-off – a few hours
<b>Time/ days required for this role:</b>	Evening meeting, about 2 hrs every 6 weeks. Pre-meeting preparation such as reviewing minutes, correspondence, or completing action items raised at previous meeting. Involvement in WNH activities and events where possible

<b>This role is suitable for: (please tick all that are relevant)</b>		
Centrelink Volunteers - N	Families with children - N	Work experience - N
Groups of 10 or more - N	Online and remote volunteers - N	Travelling volunteers - N
People learning English - N	People with disability - Y	Younger volunteers (14-18)
Skilled volunteers - Y	Wheelchair access - ?	Other: First time Volunteers - Y

<b>Signature:</b>	<b>Date:</b>
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