



Volunteer Vacancy Form

Name of organisation:	Warrandyte Neighbourhood House (WNH)
Address:	168 Yarra Street Warrandyte
Municipality:	Eastern Metropolitan Region
Email:	
Phone:	9844.1839

Contact for this role:	Sandi Miller
Position in organisation:	Board President
Where would you like expressions of interest/referrals to be directed to?	president@wnh.org.au

Volunteer job title:	Secretary
Venue/ address of activity:	WNH, 168 Yarra Street Warrandyte

Number of volunteers needed:	1
Role description:	The Committee Secretary is responsible for ensuring committee meetings are organised and held, membership applications are processed, and the membership register is kept and key documents and records of the association are maintained. In the main, the Secretary delegates aspects of the role to staff but at all times remains accountable and must ensure all responsibilities are carried out.
Qualification/skills required:	General Office Administration and Records Management skills
Other requirements:	<p>The following specific responsibilities are in addition to those in the role description for Ordinary Members of the Committee</p> <p>The role of Secretary involves the following responsibilities to:</p> <ul style="list-style-type: none"> • Report correspondence received to the Committee of Governance. • Record minutes and ensure maintenance of records of all minutes of Committee Meetings, Special Committee Meetings, Annual General Meetings and Special General Meetings. • Ensure Application for Membership processes are undertaken in accordance with the Rules of Incorporation. • Ensure the Register of Members is maintained in accordance with the Rules of Incorporation. • Undertake processes as required for Discipline, Suspension and Expulsion of members in accordance with the Rules of Incorporation. • Ensure processes for the Notice of General Meetings in accordance with the Rules of Incorporation are followed. • Receive requisitions and make preparations for a Special General Meeting as specified in the Rules of Incorporation. • Receive Notice of Motion from Member/s wishing to bring business before a General Meeting and include that business in the notice of the next General Meeting. • Receive proxy votes from Members and ensure all the requirements of Rules of Incorporation are carried out. • Receive and act upon resignations from Committee Members and Members of the Association. Ensure that all requirements of Resignation, Discipline, Suspension and Expulsion of Members and Removal of a Committee member in the Rules of Incorporation are carried out. • Control all books, documents and records of the Association except as otherwise stated in the Rules of Incorporation. • Liaise with relevant regulators and funders e.g. Australian Charities and Not-for-Profits Commission (ACNC) and Dept Families Department of Families, Fairness and Housing (DFFH). • Ensure annual returns and Service Agreement Compliance Certification are lodged in accordance with required timelines by ACNC and DFFH respectively. <p>These specific responsibilities are in addition to those in the role description for Ordinary Members of the Committee</p>
Volunteer duties:	
Age range: <i>(If required for insurance purposes)</i>	Adult

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

Commitment: <i>(please tick)</i>	
One-off – an event	Regular – less than 6 months
Regular – more than 6 months	One-off – a few hours
Time/ days required for this role:	Preparation for and attendance at evening meeting, about 4 hrs every 6 weeks. Involvement in WNH activities and events where possible

This role is suitable for: <i>(please tick all that are relevant)</i>		
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 adult volunteers

Signature:	Date:
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