



## Committee of Governance - Recruitment 2022

### **About Mordialloc Neighbourhood House**

Mordialloc Neighbourhood House (MNH) is an incorporated, not for profit organization, with a membership drawn from a wide cross section of the local community and nearby suburbs. A significant proportion of the organisation's capability and output is derived from the contribution made by many of its members on a voluntary basis.

Our revenue base includes grant funding from the Council for Adult, Community and Further Education (ACFE), Department of Families, Fairness and Housing (DFFH) along with membership fees and fee for service activities and programs offered to members.

Our vision is to be known in the local area for providing an inclusive community hub that promotes well-being and community connections, with access to programs and services responsive to local needs and driven by local community demand.

More information about the House can be found on our website: <https://mordihouse.com.au/>

### **What's in it for you?**

A role on the Committee of Governance will give you the opportunity to form stronger connections to your local community while contributing meaningfully to the strategic direction and governance operation of our Neighbourhood House. Adding local value!

### **About the opportunity**

The role of the Committee of Governance (COG) at Mordialloc Neighbourhood House is to focus on the 'big picture' issues, such as strategic planning, financial oversight, developing policies and procedures and working with Management to deal with the unexpected.

The Manager of the House is a member of the COG, holding the role of Secretary, and is responsible for the daily operation, management and development of the House and for ensuring that the House is operated in accordance with the committee's strategic directions, decisions and the service agreements with key funding bodies.

We have an experienced and capable Committee of Governance (COG) and we are undertaking this recruitment to strengthen our collective skill set and enable appropriate secession planning. We are seeking committee members with one or more of the following skill sets:

### ***Financial and Accounting***

We are looking for support for our current Treasurer whose major responsibilities are to work with the financial officer employed by the House, to ensure that:

- Income and expenditure is monitored and management reporting in relation to finance is provided in a timely and accurate manner to regular COG meetings, and
- Financial records are maintained correctly and in accordance with legal and financial obligations, and with the external auditor to ensure the House meets its reporting requirements.

### ***Legal***

We are looking for support to the COG in relation to legal, risk and compliance matters. Some of these matters are the regular issues of oversight of the House operations, such as:

- Oversight of risk frameworks used to identify, manage and mitigate risks,
- Execution of funding agreements and associated reporting to funding providers, and
- Provision of general advice on policies and procedures, specifically those that relate to compliance obligations.

Others issues are less familiar, such as the understanding and application of COVID related restrictions as they impact the strategy and operations of the House..

### ***Governance***

We are looking for support to our current Deputy Chair and Chair in the first instance and with potentially a move to the role of Deputy Chair or Chair in the future. Specifically this role will involve:

- Review and monitoring of the MNH COG annual calendar, to ensure that the annual meeting cycle achieves appropriate oversight of the MNH strategic direction.
- The recognition and creation of opportunities for inclusion in our rolling three year strategy to support the ongoing growth of the House, its programs and members.
- Input toward and oversight of the numerous governance frameworks within the house.

## About You

To qualify for this, in addition to having demonstrated skills and experience in relation to one or more of the identified skill areas, it is essential that you are able to make the time commitment:

- Available to attend a minimum of 75% of meetings of the Committee of Governance.
- Available to commit on average 2 days volunteer time a month, which in addition to monthly meetings of the Committee of Governance will include, strategy days, other ad hoc meetings and the management of out of session matters, usually by email.

It is also essential that you are able to accept the fiduciary responsibilities required of the individuals making up the Committee of Governance, namely:

- Act in good faith in the best interests of the Mordialloc Neighbourhood House,
- Act with reasonable care and skill (including the duty to prevent insolvent trading),
- Not to improperly use information or position, and
- To disclose and manage conflicts of interest.

In addition to the above, the following are considered desirable:

- Knowledge and understanding of the Associations Incorporation Reform Act 2012
- Understanding of the community/not-for-profit sector environment along including knowledge of current challenges and the network of stakeholders involved in the sector.
- experience and/or qualifications in governance as it relates to not-for-profit organisations

## How to apply

- For a confidential discussion regarding a position on the Committee of Governance please call Terri Bateman, Chairperson on 0417 059405.
- Applicants should send a cover letter including a response to the following questions along with a resume covering their experience to Samantha von Gleichenstein at [manager@mordihouse.com.au](mailto:manager@mordihouse.com.au)
  1. What skills and/or experience do you feel that you would bring to the Committee of Governance at the Mordialloc Neighbourhood House?
  2. Other than attend meetings, what do you want to get involved in as a Committee Member?
  3. What would you get out of being a member of the Committee of Governance?
- Applications close midnight **21 April 2022**.