

Canterbury City Community Centre Inc

POSITION DESCRIPTION

Position:	Board Member
Classification:	Voluntary
Hours:	Minimum 3 hours per month, more for Executive Members
Location:	Canterbury City Community Centre 130 Railway Pde Lakemba. NSW.

The Board of Directors is the legal authority for Canterbury City Community Centre which is an Incorporated Association and is regulated by the requirements of the NSW Associations Incorporations Act. The Organisation receives funding from multiple sources to deliver a range of diverse services to many communities of interest across four local government areas.

As a member of the Board, Directors act in a position of trust within the Organisation and the broader community and are responsible for the effective governance of the Organisation.

Directors work together as part of a team to ensure that sufficient care, control and leadership is exercised in the stewardship of the Organisation so that it may effectively meet its obligations and achieve its stated purpose.

Term

Directors are elected by the membership at the annual general meeting held in September each year and/or by targeted recruitment. Directors serve for one year and may be re-elected for additional terms.

Reporting & Organisational Context:

The Board of Directors of Canterbury City Community Centre report to the Financial members and other stakeholders at the Annual General Meeting. The Board oversees the employment of the CEO who is responsible for the day to day management of the Organisation and who exercises an appropriate level of delegated authority.

Knowledge, Skills and Experience

Canterbury City Community Centre values a range of skills, qualifications, life experience and knowledge which can contribute to the work of the Organisation.

Board members must be able to satisfy at least three of the following twelve criteria identified as being of value to the Organisation;

- Membership of the Organisation for a period of five years or more
- Serving the Organisation in the capacity of a Volunteer

- Ownership of a business or a resident in the Canterbury LGA or surrounding areas
- Experience or qualifications in Financial Management
- Experience or qualifications in Human Resource Management
- Experience or qualifications in Law
- Experience or qualifications in Social Work or Community Welfare
- Experience or qualifications in Fund Raising and sponsorship
- Involvement in a Canterbury City Community Centre activity or Service, for example, the Canterbury Men's Shed, Lakemba Community Garden, etc
- Experience or qualifications in Management of a Community Organisation
- Representation of a community of interest, for example, a cultural or linguistically diverse community resident in the target area, youth, women, etc.
- Experience or qualifications in communications, advocacy or journalism.

Requirements

- Adhere to the Centre's Code of Behaviour
- Commitment to the work of Canterbury City Community Centre
- Attendance at monthly Board meetings, the Annual General Meeting and other events of significance to the Organisation where possible
- Available to commit at least 3 hours per month to the Organisation.
- Be informed of the services offered by the Organisation and publicly support them
- Participate in Strategic Planning processes.
- Prepare for, and participate in, the discussions and deliberations of the Board, including by email or phone as required.
- Understand the importance of Privacy and confidentiality.
- Act on complaints and concerns raised by staff, volunteers, service users and other stakeholders.
- Be aware of, report and abstain from any conflict of interest.
- Participate in opportunities for ongoing learning and development that will enhance capacity to perform the role as a Director of the Organisation.
- At all times act in the best interests of Canterbury City Community Centre and in accordance with its policies and the law.
- Foster a positive working relationship with fellow Board members, staff, volunteers, service users and other stakeholders.

Director's Signature: _____ **Date:** _____

Director's Name : _____

Witness Signature: _____ **Date:** _____

Witness Name : _____