



## ***Board of Governance – General Member***

***Vermont South Neighbourhood House is seeking Expressions of Interest from community members with appropriate skills, attitudes and expertise to join our volunteer Board of Governance***

### **About the House**

Established in 1976, the *Vermont South Neighbourhood House* is one of ten Neighbourhood Houses located within the Whitehorse Council district in Melbourne's eastern suburbs. We are a Not for Profit organisation governed by a volunteer Board of Governance.

Training and community connection is our core business. The House offers programs and services in a friendly, purpose-built environment to meet the needs of the local community. As a Learn Local organisation the House offers subsidised Adult Education in Information Technology, Literacy and Numeracy including English as an Additional Language and Vocational courses. Lifestyle classes in Health & Fitness, Art, General Interest and Children's Activities are also provided. The facility's spacious rooms are available for regular or casual hire at affordable prices by community organisations or individuals for celebrations, meetings, groups and social support programs. We also operate a social enterprise Community Café and catering service.

***Our Vision is: A community where all people belong and thrive***

***Our Mission is: Vermont South Neighbourhood House is an inclusive hub that engages the community in social and learning opportunities that improve wellbeing***

***Our Values are: Collaboration, Inclusive, Equity, Life-Long Learning, Optimism***

### **VSNH Board of Governance**

#### **Responsibilities include:**

- Overseeing the governance of VSNH, ensuring its legal obligations are met and that the organisation is effectively managed, ensuring its sustainability, compliance and strategic development.
- Ensuring duties are carried out in a lawful and ethical manner and in accordance with the terms of the Rules of Association (Incorporation) and Deed of Delegation.
- Continuing to develop a sound understanding of Not for Profit governance and best practice and attend relevant sector workshops and training forums
- Being well informed about the service and the community and represent VSNH at community and networking events, as required
- Contributing to Board decision-making and development, in line with House values and strategic priorities.
- Working collaboratively and always acting in the best interests of the VSNH.
- In consultation with the Manager and stakeholders, develop and support the Vision, Mission and Values of VSNH, as well as setting the strategic direction.

## **Desirable Attributes:**

Members of the Board of Governance are expected to:

- Have a genuine interest in supporting a local grass-roots community organisation
- Have a connection to the City of Whitehorse, either as a resident, worker, business owner or student.
- Exhibit a strong collaborative approach to achieving community outcomes
- Contribute skills and experience to support the Board, VSNH Manager, and local community

## **Commitment:**

- The Board of Governance is required to meet at least six times a year and attendance is required at the majority of these meetings. All members are required to prepare for meetings and actively participate in discussions.
- Participate in any additional meetings, communications, community engagement and other House activities, as required.
- Average commitment estimated at 4 - 6 voluntary hours per month

## **Priority Areas**

The Board welcomes applications across a diverse cross-section of professional skills, experience and qualifications, including but not limited to the following:

- Adult Training and Education
- Community Development & Services
- Marketing, Business, Finance, HR
- Management and Leadership

Board members must be 18 years of age or above. They should reflect the diversity that exists within the City of Whitehorse and encourages applicants who bring diversity, including people from different cultural backgrounds, Aboriginal and Torres Strait Islander people, people with a disability, and young people (aged over 18).

We welcome applications from first time Board Members. Induction, mentoring and training is provided.

## **Application process**

- Applicants will be required to provide a short professional resume and a cover letter outlining their relevant interests and attributes that they will bring to the House and role.
- Applications should be emailed to: [secretary@vsnh.org.au](mailto:secretary@vsnh.org.au)
- Short-listed applicants will be invited to meet with the Chairperson, other Board Members and/or the Manager.

## **Contact**

For further information contact Jarrod Gunn, Chairperson, on 0425770778