



Board of Governance – Treasurer

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* (VSNH) 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

General 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.

Treasurer Responsibilities include:

- Overall financial management of the organisation

- Supporting the House Manager in all financial matters, as required
- Overseeing the preparation of the annual budget with the House Manager and Finance and Risk Sub-Committee.
- Closely and regularly monitoring financial accounts and provide a financial report at each Board meeting
- Ensuring that all legal financial requirements and responsibilities are carried out
- Ensuring an audit of the books is prepared each year and that a full report from the Auditor is presented to the Annual General Meeting:
- Ensuring that annual audit reports are forwarded to the relevant Departments and bodies
- Assisting with “Financial Acquittals” (financial reporting) to relevant funding organisations
- Ensuring that responsibilities such as Superannuation, Worker’s Compensation Insurance and PAYG Tax deductions are met
- Supporting the House Manager in the organisation of insurances, as required by VSNH.

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 centre activities, as required.
- Average commitment estimated at 4 - 6 voluntary hours per month

Priority Areas - Treasurer

The Board welcomes applications from those with appropriate professional skills, experience and qualifications, in the finance and business area.

Board members must be 18 years of age or above. They should reflect the diversity that exists within the City of Whitehorse and VSNH 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 centre and role.
- Applications should be emailed to: 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 please contact Jarrod Gunn, Chairperson, on 0425 770 778