

Position Title

Volunteer Board Member

Purpose of the Role

The Board of Management is responsible for the governance and strategic oversight of Brunswick and Fawkner Neighbourhood Houses. Board Members function as guardians of the organisations' vision and values, ensuring compliance with statutory requirements, effective financial and risk management, and the delivery of strong outcomes for the communities we serve.

Key Responsibilities

As a Board Member, you will:

- Contribute to the development and monitoring of organisational strategy.
- Ensure compliance with all legal, regulatory, and statutory obligations.
- Support effective financial management, including reviewing budgets, financial reports, and audits.
- Provide guidance and feedback to management staff to strengthen operations.
- Participate actively in Board meetings, discussions, and decision-making processes.
- Engage with Board communications and contribute approximately 10 hours per month.
- Function as an advocate and ambassador for the Neighbourhood Houses in the community.

Board members are charged with working collectively to function as the "mind" of the BNH and FNH communities they serve. In doing so, we will work together to:

- Determine the mission and purpose.
- Set strategic vision and plans.
- Ensure we are financially and legally accountable.
- Appoint and monitor the Managers.
- Ensure we have adequate resources.
- Work to enhance our public image; and
- Assess the board's effectiveness.

In practice, this may involve, among a plethora of other tasks:

- Setting and approving budgets
- Managing risk
- Keeping on top of relevant laws and regulations
- Approving major programs and projects undertaken by the group in achieving its mission
- Attending and participating in meetings
- Serving on board subcommittees
- Undertaking or overseeing fundraising activities
- Representing stakeholders' views during meetings
- Speaking about the group at functions
- Acting as the group's media spokesperson
- Lobbying on behalf of the group
- Attending board workshops and other evaluation activities