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Banyule Support & Information Centre Inc.

www.bansic.org.au

Position Description: Ordinary Committee Member, Committee of Management of BANSIC

Summary

Committee members contribute to the effective governance, sustainability and development of BANSIC and are collectively responsible for ensuring that the organisation fulfils its purpose and meets its legal, regulatory and governance obligations.

BANSIC's **Ordinary Committee Members** play an active role on the Committee of Management of a growing local association. Committee members work collectively to set and oversee the organisation's strategic direction while upholding high standards of accountability, transparency, ethical practice, and modelling BANSIC's values and expected behaviours.

Key Relationships

Committee members work collectively with other Committee members and maintain appropriate governance relationships with the President/Chair, Manager, staff, volunteers, sub-committees, funders, Council and government representatives, and other community stakeholders.

The Committee's relationship with the Manager is one of governance, oversight and support. The Manager is responsible for day-to-day operational management within the authority delegated by the Committee.

Our Organisation

Banyule Support and Information Centre Inc (BANSIC) is a community based not-for-profit that is integral to Banyule's social infrastructure.

Guided by local knowledge and strong relationships, we offer responsive, practical assistance that addresses immediate needs while working to reduce inequities that leave members of our community at risk of food and financial insecurity, homelessness, violence, substance use, social isolation and marginalisation.

We work alongside our clients, grounded in our belief that everyone has the right to dignity, safety, and support. We are committed to ensuring fair access to essentials as a matter of human rights and social justice.

Our Vision

A community where every person in Banyule can thrive; driven by local people, partnerships, and a sense of belonging.

Our Mission

BANSIC mobilises local resources and information to provide practical and responsive support and a safe space for the Banyule community. We promote social cohesion by creating opportunities that improve wellbeing and connectedness across our community.

Our Values

Dignity – We treat every person with respect and without judgement, and support people to exercise choice regardless of their circumstances.

Equity – We focus on addressing systemic injustice, ensuring fair access to essentials as a matter of human rights and social justice.

Empowerment – We prioritise the needs and voices of our local community and elevate Lived Experience to transform systems.

Key Responsibilities

- Work with BANSIC staff to develop the organisation's strategic plan and monitor its implementation in collaboration with other committee members.
- Ensure the organisation maintains high standards of accountability, transparency, and ethical practice.
- Exemplify BANSIC's agreed values and standards of behaviour.
- Work with other committee members to ensure sound financial governance, including approving budgets, monitoring financial performance, and mitigating risks.
- Share collective responsibility for ensuring BANSIC's compliance with the legislation and the Rules, policies and relevant regulatory, contractual and funding obligations.
- Exercise all powers and perform all duties with due care and diligence, acting in good faith, in the best interests of BANSIC, and for a proper purpose.
- Declare and appropriately manage actual, potential or perceived conflicts of interest and maintain confidentiality.
- **Governance and management boundary:** The Committee is collectively responsible for governance, strategy, financial stewardship, risk oversight and accountability. The Manager is responsible for day-to-day management within the authority delegated by the Committee. Individual Committee members do not direct staff, volunteers or contractors or make operational decisions unless authorised by the Committee.

Time Commitment

As required by our rules, committee members must attend 75% of committee meetings. The meetings are held monthly on alternating Monday evenings (virtual) and Friday mornings (face to face) for 2 hours eleven months of the year.

- Commitment meetings: 2 hours per month (11 months of the year, not in January)
- Preparation for meetings (pre-reading etc): 1 hour per month
- Attendance at fundraising activities: held throughout the year, minimum 6 hours per year
- Annual General Meeting: 5 hours once per year in October
- Strategic Planning: 1 day once per year in March/April
- Serving on at least one committee working group/sub committee: approximately 1 hour meeting per month plus tasks associated approximately 2-3 hours per month
- Board tasks: varies, approximately 2-3 hours per month.

Key Requirements

- Member of BANSIC (nil financial obligation)
- Commitment to BANSIC's purpose, vision and values

- Ability and willingness to fulfil the responsibilities of a Committee member
- Commitment to confidentiality and appropriate management of conflicts of interest
- Willingness to undertake governance induction and development
- Skills and experience relevant to the Committee of Management functions.
- Current Working with Children Check
- National Police Certificate