

Position Description

This position description is available in large print and other accessible formats upon request.

Position Title	Non-Director Committee Member
Directorate / Service / Program	<<>>
Reports to	Committee Chair
Location	Geelong
Date Revised	September 2026

About Us

Our Purpose: Supporting people, strengthening communities.

Our Vision: A fair, safe and inclusive community where everyone can thrive.

Our Values: Build Connection, Show Courage, Inspire Action, Celebrate Difference, Be Dynamic.

The Meli Group is comprised of three (3) not-for-profit organisations, with the overarching objective of supporting people and strengthening communities.

Meli Community and Meli Housing provide vital community support services throughout the Barwon and South-West regions of Victoria, including foster and kinship care, family services, family violence services for women, men and children, school engagement, youth justice, mental health, drug and alcohol services, homelessness support, family and relationship counselling, financial counselling, Gambler's Help, emergency relief and NDIS services.

Meli Kindergartens is the Barwon region's largest provider of kindergartens, with kindergartens located in Geelong, the Bellarine Peninsula and Colac.

Each entity in the Meli Group is an Australian Public Company Limited by Guarantee, each with a Board of Directors. Meli Community is the parent entity of the Group and is the sole member of each of Meli Kindergartens and Meli Housing.

To learn more about Meli please visit meli.org.au.

Board & Committee Overview

Each Meli entity is governed by a Board of Directors responsible for ensuring that entity fulfils its purpose and objectives whilst meeting its legal and ethical responsibilities and requirements.

Each Board is responsible for the overall governance, strategy and performance of the relevant Meli entity, protecting the rights and interests of the Member(s) and key stakeholders of Meli and is accountable to them for the overall governance of Meli.

Committees contribute to the monitoring of information, reporting and control systems of Meli and can facilitate stakeholder input into the Board as well as enhance the Board's capacity to make informed decisions.

The Board delegates work, not responsibility, to Committees with Committees discharging their responsibilities by making recommendations to any of the Boards individually or collectively. The Committees do not have any executive powers to commit any of the Boards to implementation of recommendations unless authorised by a resolution of the Boards.

Committees consist of both Directors and Non-Director Committee Members. Each Committee has a Committee Terms of Reference approved by the Meli Community Board, which will incorporate as a minimum:

- the Committee's terms of reference, responsibilities and functions;
- the Committee's composition
- specific delegations, if appropriate;
- procedures for meeting agendas, papers, minutes and reporting obligations to the Board including an expectation that significant issues will be reported back to the Board for noting, discussion and resolution at the next full Board meeting;
- arrangements for secretariate support to be provided to the Committee; and
- any other matters the Meli Community determines.

The role, function, resources, performance and composition of each Committee will be reviewed on an annual basis as part of the Meli Community assessment process. Meli's four (4) Committees are:

- Finance, Investment & Performance
- People & Capability
- Quality & Client Safety
- Audit, Risk & Compliance

This document should be read in conjunction with Meli's Board Charter, Board Policies and the relevant Meli Committee Terms of Reference.

Non-Director Committee Member Expectations

Non-Director Committee Members complement Committee Members bringing innovative thinking, diverse perspectives, specialised knowledge and experience to their respective Committee. Non Director Committee Members can provide advice and guidance on specific issues that assist the Committee to meet its primary objectives and responsibilities as well as Meli's strategic initiatives.

Non-Directors Committee Members should:

- Be future oriented, demonstrating vision and foresight. Their focus should be on strategic goals and policy implications with an ability to understand and focus on issues that are central to the success of the Meli.
- Demonstrate the ability to offer insightful and thoughtful counsel on a broad array of issues and topics and/or their area of expertise.
- Be equipped with information about how the broader and contextual environment, including economic, political, cultural and social forces, impact

upon the future of Meli to perform optimally within the sector and deliver on its Primary Purpose.

- Demonstrate high ethical standards and integrity in their personal and professional dealings.

Non-Director Committee Members are expected to ensure confidential information (including Board or Committee papers and/or content of Committee discussions) received in the course of their role remains the property of the Meli from which it was obtained and do not disclose, or allow it to be disclosed, unless that disclosure has been duly authorised by the Meli or is required by laws.

Non-Director Committee Members are not authorised to vote and do not carry the statutory and legal fiduciary responsibilities that Directors do.

Non-Director Committee Member Commitment

Non-Director Committee Members are expected to attend regularly for the full extent of Committee meetings and be willing to contribute between meetings if required.

Non-Director Committee Members time commitment includes participating in quarterly Committee meetings, and preparation time. From time to time, Non-Director Committee Members may be invited to participate in activities outside Committee meetings (e.g. strategic planning, or events).

Qualifications, Skills, and Experience

Non-Director Committee Members should be able to demonstrate some or all of the following qualifications or skills prior for appointment to a Committee:

- A relevant degree, professional or postgraduate qualification.
- Demonstrated success as a Director and /or Executive role with direct Board contact.
- Demonstrated success in the Committee's areas of expertise or management at Executive level.

Other requirements of the role

All Board Directors must undergo and maintain a range of satisfactory checks as a condition of their appointment to a Meli Board.

These include:

- Working with Children Check
- National Coordinated Criminal History Check (NCCHC)
- International Police Check (if required)
- Australian Securities and Investments Commission's (ASIC) Banned and Disqualified Register
- Australian Charities and Not-for-profits Commission's (ACNC) Disqualified Persons Register
- Referee Checks

- Declaration of any Conflict of Interest
- Completion of a non-disclosure agreement

Key Stakeholders

- Meli Chair and Boards
- Meli's CEO and Executive Team
- Company Secretary
- Meli's funders and the communities Meli serves

Physical requirements & Environmental Conditions of the role

Meli is committed to creating inclusive spaces that are accessible for everyone by reducing and/or removing barriers through reasonable adjustments.

Where possible, Meli will make reasonable adjustments to support individuals to succeed in their roles.

Inclusion Statement

Meli is committed to being a place where everyone has a sense of belonging.

We embrace the unique perspectives and experience of our people and our community, and their voice is at the heart of our values and decision making.

We aim to be courageous as we learn, grow, and evolve as an accessible, inclusive and safe organisation for people of all identities.

We are working to create a team of people who reflect the diverse community we support. Aboriginal and Torres Strait Islander, LGBTQIA+, culturally diverse people, those living with a disability, and those looking to return to the workforce following a break in their career, are encouraged to apply for our roles.

Child Safety Statement

Meli is committed to child safety in every aspect of the organisation. We take deliberate steps to protect children from physical, sexual, emotional, and psychological abuse and neglect. Our organisation fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns.

We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children and young people. This includes providing a safe environment for children and young people with a disability, who are Aboriginal and Torres Strait Islander, from culturally and/or linguistically diverse backgrounds or who identify as LGBTQIA+.

Meli's policies and practices promote the safety and wellbeing of children and establish an effective, consistent approach to prevent, respond to and encourage the reporting of allegations of child abuse and harm.

All children, their families and carers should feel welcome at Meli, including feeling able to express their identity and raise concerns about their own or others' safety.

Non-Director Committee Member Declaration

I have read and understood the role and responsibilities and in signing this document agree that I can fulfill the requirements of a Non-Director Committee Member outlined herein and in supporting documents.

Additionally, I agree to notify the Board Chair immediately of any change in my capacity to meet any of the requirements outlined in this document..

Name:	Signature:	Date:

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with the Board's or organisation's needs.