



# Whittlesea Community House Inc

## COMMITTEE POSITION DESCRIPTION

### COMMITTEE MEMBERS

#### General role

The committee is responsible for managing the business of WCHInc. Members agree to participate actively in the work of the committee in administering WCHinc, in a voluntary capacity, and to assist the organisation to run well.

General Roles and responsibilities;

- regularly attend committee and general meetings
- volunteer for and willingly accept assignments and complete them diligently and on time
- stay informed about committee matters and prepare well for committee meetings and reviews
- read and make comments on minutes and reports
- gets to know other committee members and builds a working relationship that contributes to consensus
- actively participate in the committee's evaluation and planning process
- participate in fundraising activities
- employ and support staff members and other volunteers in their work for WCHInc.
- participate in working groups or sub-committees where required

Time commitment - 1-2 hours per week

#### Responsibilities Under the AIR Act

- Respect the privacy of information you they privy to and agree not to make improper use of such information or their position, to the detriment of WCHInc.
- Exercise any powers or discharge duties with due care and diligence.
- The committee may delegate any of its powers. These must be specified in writing and sored securely.
- Respect and obey common law and make judgements in good faith and for proper purpose.
- Always keep in mind the best interests of WCHInc.
- The committee is responsible for the accurate and honest financial management of WCHInc.

#### Roles within the Committee

- The committee may allocate/delegate roles/tasks to committee members such as the following;
  - Minute taker - the committee must cause proper minutes to be made of meetings and have these properly stored.
  - Treasurer/Financial Manager - this member would agree to maintain the required Financial records, in conjunction with staff, and organise financial statements to present to the committee. They would undertake to manage Banking and money matters for the committee.
  - Sub-committee/Working groups - these will report back with recommendations to the committee.
  - Others as required for the smooth running of the organization.

Whittlesea Community House Inc.

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