

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Committee of Management Member
Position Details:	Voluntary
Reports to:	Chair, Northern Mallee Leaders Inc.
Location:	Mildura region

ORGANISATIONAL CONTEXT

Northern Mallee Leaders Inc. (NML Inc.) is one of 10 regional community leadership organisations operating across Victoria to develop leaders for vibrant and sustainable communities across the state. It is a member of the Victorian Regional Community Leadership Programs (VRCLP).

Servicing north-west Victoria (and southern NSW), Northern Mallee Leaders Inc. includes the communities of the Mildura region, Wentworth Shire, Robinvale, Ouyen and the Mallee Track.

NML Inc. provides an annual flagship program of experiential learning, the Northern Mallee Leadership Program (NMLP) that reflects the needs of the region (February to November each year) and aims to develop the skills, knowledge, confidence and networks of participants to prepare them for active community and business leadership roles

EXPECTATIONS OF MEMBERS OF THE COMMITTEE OF MANAGEMENT

- Be prepared for, and actively participate in Committee of Management meetings and events, including the Annual General Meeting (AGM);
- Undertake time commitment of eight hours per month (on average) which includes meeting preparation and attendance, sub-committee representation and other time allocation as occurs. A copy of our Corporate Calendar is attached;
- Have a high level of commitment to the work of NML Inc. and an understanding of the organisation and our key focus areas;
- Hold knowledge, experience and skills in one or more areas of:
 - governance;
 - strategy;
 - organisational policy;
 - leadership programs;
 - marketing and communications;
 - fundraising;
 - business development;

- business acumen;
- financial;
- legal;
- Provide a willingness to invest in developing your own personal and professional development and leadership capacity;

ROLES AND RESPONSIBILITIES OF MEMBERS OF THE COMMITTEE OF MANAGEMENT

The NML Inc. Committee of Management provides the purpose, leadership direction and strategic objectives for the organisation. In addition to this, it ensures the organisation's finances are sound and that its operations comply with relevant legislation and the NML Inc. Rules of Association.

As a member of the Committee of Management, you will:

- contribute to the governance and leadership of NML Inc.;
- actively promote NML Inc. interests in the broader community in accordance with our Governance Policy, Code of Conduct, Business Plan and Strategic Plan;
- design and establish the strategic direction for NML Inc.,
- develop robust policies to support the activities of NML Inc.;
- ensure full compliance with legislative requirements;
- provide a keen advocacy role for the NMLP and actively encourage community members to apply for the up-coming program;
- lead and participate in fundraising activities;
- monitor the effectiveness of programs and activities; and
- provide accountability mechanisms;

NMML Inc. Committee of Management members are appointed for a period of two (2) years. Meetings take place once every two months commencing February and are held in Mildura. Committee of Management members are expected to attend all of these meetings where possible. It is also desirable that Committee of Management members attend key NML Inc. events including NMLP program events such as the Launch, AGM, Vision of the Region Dinner, Arts and Culture Dinner, Leadership Luncheon and Graduation.

DESIRABLE ATTRIBUTES OF MEMBERS OF THE COMMITTEE OF MANAGEMENT

- Willingness to engage effectively in a team
- Enthusiastic community advocate
- Positive communicator
- Knowledge and/or experience of leadership programs for building community

For more information in relation to this position, please contact either:

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