

COMMITTEE OF MANAGEMENT MEMBER – 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. NML Inc. is a member of the Victorian Regional Community Leadership Programs (VRCLP).

Servicing north-west Victoria (and southern NSW), NML 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; advocacy/activism; marketing and communications; fundraising; sponsorship; business development; business acumen; financial;
- 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;
- provide a keen advocacy role for NML Inc. to ensure financial resilience and support;
- 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;
- actively promote NMLP and encourage community members to apply;
- lead and participate in fundraising activities;
- monitor the effectiveness of programs and activities; and
- provide accountability mechanisms;

NML 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 NML Inc. Program Launch and Graduation, Annual General Meeting and other key organisational events.

DESIRABLE ATTRIBUTES OF MEMBERS OF THE COMMITTEE OF MANAGEMENT

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

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

Ian Ballantyne
Chair
Ph: 0429 132 823

Jen Grigg
Executive Officer
Ph: 0427 438111

Email: ian.ballantyne@bigpond.com

Email: executive@nml.org.au

