

POSITION DESCRIPTION

COMMITTEE OF MANAGEMENT MEMBER



POSITION OVERVIEW

Position Title	Committee of Management Member
Position Details	Voluntary two-year tenure, with attendance at bi-monthly Committee of Management meetings
Reports to	Chair, Committee of Management, Northern Mallee Leaders Inc.
Start date	May 2020

ABOUT OUR ORGANISATION

Northern Mallee Leaders Incorporated (NML Inc.) is a not-for-profit incorporated association which aims to develop leaders for vibrant and sustainable communities across the Northern Mallee region of Victoria, through its annual community leadership program and alumni support program. NML Inc. is one of 10 regional community leadership organisations operating across Victoria and is a member of Regional Leadership (RL).

The organisation currently employs three part-time staff members:

- Executive Officer
- NML Program Manager
- Marketing and Administration Coordinator

Our Committee of Management (CoM) comprises nine Board Members, some of who are NML Program Graduates, others who have been selected for the skills they bring to the CoM and representatives of stakeholder organisations.

EXPECTATIONS OF THE ROLE OF MEMBERS OF THE CoM

- Be prepared for, and actively participate in, CoM 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;
- Be an ambassador for, and 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 sustainability;
- Provide a willingness to invest in developing your own personal and professional development and leadership capacity;

CoM MEMBER ROLE AND RESPONSIBILITIES

The NML Inc. CoM 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 CoM, 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, and Strategic Operational Plan;
- provide a keen advocacy role for NML Inc. to ensure financial resilience and support;
- establish and maintain the strategic direction for NML Inc.,
- ensure the development of robust policies to support the activities of NML Inc.;
- ensure full compliance with legislative requirements;
- actively promote the NML Program and encourage community members to apply;
- lead and participate in fundraising initiatives to establish financial sustainability;
- monitor the effectiveness of programs, events and activities; and
- ensure transparency and accountability is upheld;

NML Inc. CoM members are appointed for a period of two (2) years. Meetings take place once every two months commencing in February of each year and are held in Mildura. CoM members are expected to attend all meetings where possible. It is also desirable that CoM members attend key NML Inc. events including NML Inc. Program Launch and Graduation, Annual General Meeting and other key organisational events.

PERSONAL QUALITIES

- Proactivity, initiative and a willingness to act in alignment to strategic objectives
- Enthusiastic community and organisational advocate
- Positive and proactive communicator and networker
- Knowledge and/or experience of leadership for building community capacity

If you would like further information, please contact:

Nardia Sheriff

Executive Officer

Ph: 0429 220 069

Email: nardia@nml.org.au

Justin Nicholas

CoM member

Ph: 0447 292 275

Email: j.nicholas@cookeindustries.com.au



**Committee of Management
Expression of Interest
2020**

Overview

Northern Mallee Leaders Inc. (NML Inc.) is one of ten regional community leadership organisations operating across Victoria to develop leaders for vibrant and sustainable communities. NML Inc. became an Incorporated Association in January 2016. NML Inc. services the communities of the Mildura region, Wentworth Shire, Robinvale, Ouyen and the Mallee Track.

The Northern Mallee Leaders Program (NMLP) is the flagship program of NML Inc. and is tailored to meet the specific needs of the Northern Mallee region with participants being exposed to an experiential learning program. NMLP first began in 2008, with a second program intake in 2009 before going into recess at the start of 2010. In August 2012, the Victorian Government announced funding to re-establish the NMLP starting in 2013. NMLP is an annual program delivered from February to November and aims to develop the skills, knowledge, confidence and networks of participants to prepare and support them in active community and industry leadership roles.

The total NMLP graduate numbers to date is 186. These graduates have achieved a greater understanding of the region, developed their personal leadership skills and have strengthened their networks. But more importantly, they are creating impact within the community through increased participation, better collaboration and a proactive understanding of the region and the inter-connections that exist within it. Our active alumni continues to grow the leadership learning opportunities for the region and the continued development of our graduates.

NML Inc. is steered by a skills-based and representational Committee of Management comprising **nine (9)** people for a **two (2) year term**; including one representative from both MADEC and Mildura Rural City Council. The Committee provides a governance role and sets and monitors progress of the strategic direction.

NML Inc. currently has funding until 31 March 2021. Advocacy is currently being undertaken at a Local and State level to secure ongoing funding from the Victorian State Government, our major funding partner.

Our Vision...

Transformational leadership across the Northern Mallee

Our Mission...

Developing people in active business and community leadership roles

Our Values...

Integrity – maintaining the highest ethical standards whilst being accountable to ourselves, our customers and the communities we serve

Respect – conducting our enterprise and relationships in an honest, responsible, trustworthy and compassionate manner

Collaboration – realising our potential through mutually beneficial partnerships and relationships

Diversity & Inclusion – demonstrating and realising the benefits of a diverse and inclusive enterprise

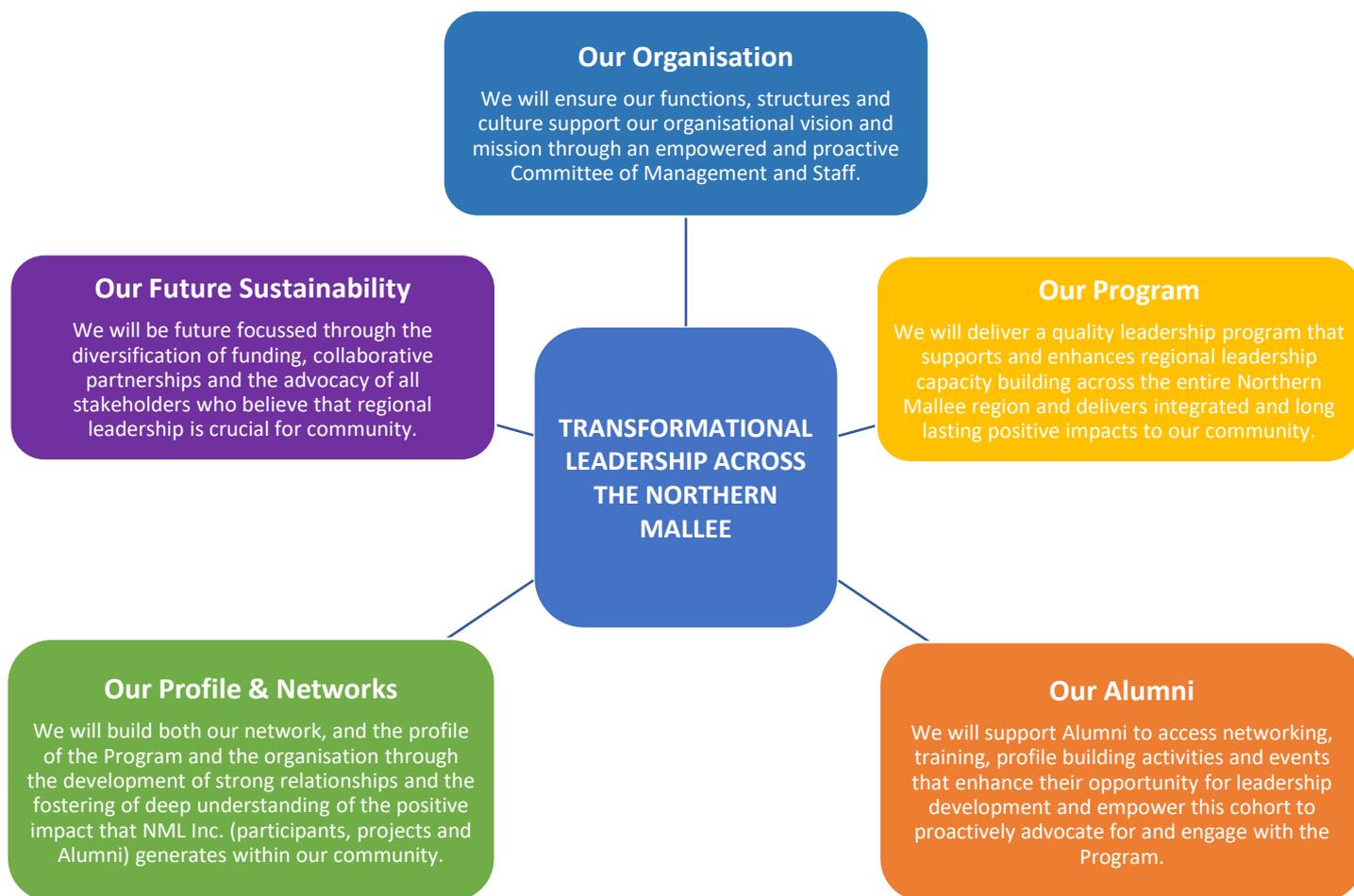
Leadership – championing and embodying leadership as the basis of all enterprise

Excellence – in the delivery of our products and services

Dynamic Enterprise – creating value through innovation and strategic awareness of our customers and communities needs

Realising Potential – growing opportunities and building the capabilities and skills of our people

Our Strategic Imperatives



Our Selection Criteria

We are looking for change-makers and influencers who can support the future financial sustainability and growth of NML Inc. and the NML Program.

Key criteria include:

- A clear understanding of the role of a Committee of Management member
- Demonstrated interest, experience and/or skills in particular:
 - Advocacy/Activism
 - Fundraising/Sponsorship
 - Relationship Building
 - Marketing
 - Governance and Business Leadership
- Demonstrated ability to participate cooperatively in a team
- Capacity to think and act strategically
- An understanding of community leadership needs

Our Committee of Management Expression of Interest Process

Stage 1 - Submission of Expressions of Interest

Calls for Expression of Interest for the NML Inc. Committee of Management will occur during March 2020. The Expression of Interest form must be completed and emailed to NML Inc. by the closing date.

Expressions of Interest Close – 5pm Tuesday 31st March 2020

Stage 2 - Selection of members

The NML Inc. Committee of Management Selection Committee will assess applications based upon the information provided in the Expression of Interest form and a brief interview of shortlisted candidates.

Applicants will be notified of the final outcome of this process by **Friday 8th May 2020** and successful applicants endorsed at the inaugural NML Inc. Annual General Meeting.

Stage 3 - Induction of members

An induction will be provided to all new NML Inc. Committee of Management members which will provide the background, information and understanding of the roles and responsibilities required for effective participation on the NML Inc. Committee of Management.

Ready to begin?

Please complete this Expression of Interest form and submit via email to nml@nml.org.au by **COB Tuesday 31st March 2020**

If you would like further information, please contact:

Nardia Sheriff

Executive Officer

Ph: 0429 220 069

Email: nardia@nml.org.au

Justin Nicholas

CoM member

Ph: 0447 292 275

Email: j.nicholas@cookeindustries.com.au

CoM EXPRESSION OF INTEREST APPLICATION FORM



Title: **First Name:** **Surname:**

Preferred Name: **Date of Birth:** **Male** **Female** **Other**

Home address:

Postal address:

Phone: (Home) (Work) (Mobile)

Email:

Spoken Language: (First Language) (Other languages spoken)

Aboriginal / Torres Strait Islander **Culturally & Linguistically Diverse (CALD)**

Do you identify as a person with a disability:

Current Employment Status:

If employed, please state –

Position:

Employer:

Current Board or Committee Memberships

Organisation	Date of membership	Position Held	Hours per week

Education & Professional Qualifications

Institution	City	Years attended	Major studies	Qualification

Relevant Skills and Experience:

(Please provide a summary of the skills and experience that you would contribute as a member of our Committee of Management)

Referees

Name:

Title:

Organisation:

Phone:

Email:

Relationship to applicant:

Name:

Title:

Organisation:

Phone:

Email:

Relationship to applicant:

Consent and Declaration

I certify that all the information provided by me in this form is true and correct

Signed Date

Print Name

NOTE: Submitting this form from your email account will be taken as your 'electronic' signature OR you may also include a scanned signature if an electronic pdf version is not available for you.

Please submit your completed Expression of Interest form, no later than

5:00pm Tuesday 31st March 2020

via email to nml@nml.org.au

Purpose

The Governance and Code of Conduct Policy is intended to make explicit the underlying principles of governance and a code of conduct adopted by NML Inc.

Scope

This policy applies to staff and members of the Committee of Management.

Background

The mission statement of Northern Mallee Leaders states “Developing people in active business and community leadership roles”. In order to undertake this, the Committee of Management is required to be well governed and operate according to the desired standards of behaviour as outlined in the Code of Conduct.

The Committee of Management has a responsibility to ensure that the business activities of NML Inc. are able to be conducted in a way that meets our legislative obligations under the Associations Act. It also has a responsibility to provide strategic direction, develop policy and to monitor the performance of NML Inc. programs. Finally, it has a responsibility to ensure that all those who act under the auspices of NML Inc. conduct themselves in a way that enhances value to the reputation of NML Inc. and is consistent with the values and intent of the organisation.

The Australian Institute of Company Directors refer to the following ten principles as being required for good governance and the effective use of resources and these are the principles adopted by NML Inc. as the basis for its Governance Policy:

- Roles and responsibilities – as described within this policy
- Committee of Management composition – the right group of people with appropriate skills
- Purpose and strategy – an appropriate vision, purpose and set of strategies
- Risk – recognition and management of appropriate risk oversight
- Organisational performance – a focus on effective use of resources
- Committee of Management effectiveness – appropriate structures and processes
- Integrity and accountability – the right information at the right time
- Organisation building – building and maintaining organisational capability to deliver
- Culture and ethics – a healthy culture in the Committee of Management room and throughout the organisation
- Engagement – effective stakeholder engagement

Committee of Management members take ultimate responsibility for the governance of NML Inc. However, governance is not a role for the Committee and Committee members alone. Governance is also concerned with the way the NML Inc. Committee of Management works with the Executive Officer and staff, volunteers, service users, members and other stakeholders to ensure the organisation is effectively and properly run and meets the needs for which the organisation was established.

Definitions

NML Inc.	Northern Mallee Leaders Incorporated
Committee of Management	Governing body that provides the purpose, leadership direction and strategy for the organisation. In addition to this, it ensures the organisation's finances are sound and that our operations are legal.
AGM	Annual General Meeting
EO	Executive Officer
Governance	Governance in the community sector is concerned with the systems and processes that ensure the overall direction, effectiveness, supervision and accountability of an organisation.
Service users	NMLP participants, customers and clients

Policy

GOVERNANCE

Roles and responsibilities of the Committee of Management

NML Inc. Committee of Management is collectively responsible and accountable for ensuring and monitoring that the organisation is performing well, is solvent, and is complying with all its legal, financial, and ethical obligations. The Committee of Management is collectively responsible to ensure the delivery of the organisation's programs, to set its strategic direction, and to uphold its values.

The responsibilities of the Committee of Management that cannot be delegated to any other person or body include:

- Compliance monitoring – ensuring compliance with the objects, purposes and values of the organisation, and with its Rules of Association
- Organisational governance – setting or approving policies, plans and budgets to achieve those objectives, and monitoring performance against them; New policies are reviewed 12 months after the initial acceptance. All policies are regularly reviewed every two (2) years
- Strategic planning – reviewing and approving strategic direction and initiatives. To monitor performance, the Strategic Plan is reported to the Committee of Management each meeting via a "traffic light" report format. The Strategic Plan is reviewed annually and renewed every three (3) years
- Regulatory monitoring – ensuring that the organisation complies with all relevant laws, regulations and regulatory requirements
- Financial monitoring – reviewing the organisation's budget, monitoring management and financial performance to ensure the solvency, financial strength and good performance of the organisation

- Financial reporting – considering and approving annual financial statements and required reports to government
- Organisational structure – setting and maintaining a framework of delegation and internal control
- Leadership selection – selecting and evaluating the performance of the organisation’s EO
- Succession and remuneration planning – planning for Committee of Management, EO succession, and determining management remuneration
- Risk management – reviewing and monitoring the effectiveness of risk management and compliance in the organisation; agreeing or ratifying all policies and decisions on matters which might create significant risk to the organisation, financial or otherwise
- Dispute management – dealing with and managing conflicts that may arise within the organisation, including conflicts arising between Committee of Management members, staff, the EO, members, volunteers, or service users
- Social responsibility – considering the social, ethical and environmental impact of all activities and operations and ensuring that these are acceptable
- Committee of Management performance and composition – evaluating and improving the performance of the Committee of Management.

Sub-Committees and/or Working Groups

From time to time, the NML Inc. Committee of Management may appoint sub-committees or working groups to enhance its governance. Working groups may also be convened by the EO as required.

Sub-Committees shall have Terms of Reference that clearly defines their scope, role, procedures and functions.

Sub-Committees or working groups are not empowered to make binding Committee of Management decisions or speak on behalf of the Committee of Management.

The function of working groups is to investigate specific issues or business problems on behalf of the Committee of Management and to make recommendations to the Committee of Management.

Working groups cannot exercise authority over staff nor shall they delegate tasks to any staff unless the EO has specifically agreed to such delegations.

The Committee of Management’s Relationship with Management

The NML Inc. Committee of Management’s focus is on the strategic direction and the core policies of the organisation. The EO, appointed by the Committee of Management, is responsible for the management of NML Inc. and all operational responsibilities. The Committee of Management and management of NML Inc. are committed to working cooperatively within the values of the organisation.

The Committee of Management is a skills-based, representative, and collective body.

- It is skills-based in that members hold a range of relevant skills, knowledge and experiences that provide the capacity for the success of the organisation.

- It is representative, in that no member can be mandated by their organisation to adopt a particular position if they do not believe it to be in the best interests of the organisation.
- Whatever the organisation of any member, all members are committed to acting selflessly and making decisions and voting on governance decisions solely in the best interests of NML Inc.
- It is collective, in that while each member should put the point of view of themselves or their organisation, and each member has the right to argue for their own point of view and to vote for that position, once a collective decision has been taken Committee of Management members are required to support that decision.

CODE OF CONDUCT

The NML Inc. Committee of Management's approach to its role and functions is open, transparent and consultative and seeks to be inclusive and accessible to the membership and other stakeholders.

The Committee of Management seeks to work as a group in a constructive way that supports NML Inc. values and behaviours. This provides an environment which values the following attributes:

- Respect, trust and openness among Committee of Management members
- Full and frank conversations while respecting the opinions of others
- Individual accountability
- Ongoing evaluation and improvement in Committee of Management performance
- To role model the desired values and behaviours to all they come in contact with as representatives of NML Inc.

The Committee of Management:

- reserves the right to terminate a Committee of Management member due to unsatisfactory attendance without agreed leave of absence as per our Rules of Association
- provides a high level of commitment to the work of NML Inc., and an understanding of the organisation and our key focus areas.

Committee of Management members are:

- expected to attend all Committee of Management meetings and major events (Program Launch, AGM and Graduation) and if unable to attend they are required to provide an apology
- actively participate in Committee of Management meetings and NML Inc. events, including the AGM
- required to undertake a time commitment of eight hours per month (on average) - includes Committee of Management preparation, Committee of Management meetings, sub-committee and other meetings time and other activities as identified by the Committee of Management to support NML Inc. initiatives and issues and as per the Committee of Management Charter.
- required to operate under the values of the organisation and act as positive ambassadors for the organisation at all times.

Conflict of Interest

No Committee of Management Member shall assert undue influence on decisions made by NML Inc. that derides personal benefits.

All Committee of Management members are to sign a pecuniary interest form upon appointment to the Committee and to declare any conflicts at the start of each Committee of Management meeting or, during the course of the meeting should they become apparent.

Legislation

Incorporated Association Act 2012

Related Policies and Procedures and Documents

- Code of Conduct
- Finance and Purchasing Policy
- Privacy Policy
- Grievance Policy
- Employment Policy
- OHS Policy
- Risk Management Policy
- Pecuniary Interest Template
- Committee of Management Charter

Document Control

Initial Approval date	11 October 2017
Version	Three
Next Review Date	August 2020
Authorisation	Executive Officer – Jen Grigg
Author	Jen Grigg
Contact person	Executive Officer

Revision Information	<p>Date: August 2018</p> <p>By whom: ARG/EO</p> <p>Reasons for and description of changes:</p> <p>Update logo and formatting changes</p> <p>Planned review/minor amendments</p> <p>Additional clause: <i>“and other activities as identified by the Committee of Management to support NML Inc. initiatives and issues and as per the Committee of Management Charter”</i></p>
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	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1. Meeting Schedule												
General CoM Meeting		25		30		25		27		29		17
Audit, Risk & Governance Committee		20	**26	23			23			22		
Fundraising & Sponsorship Committee												
NML Alumni Committee												
RL (previously VRCLP) Board Meetings	22		17		12		21		15	27		
2. Strategy												
2021 Strategic Plan Review												X
3. Strategy Implementation												
Marcomms Plan		X					X			X		
2020 Operational Plan		X										
NMLP review and direction (incl. pricing plan for 2021)						X						
RL (VRCLP) Report		X				X				X		
4. EO Oversight												
Approve performance KPIs	X											
Performance review						X						
5. Financials & Compliance												
Annual Budget Development								X				
Annual Budget Approval										X		
Quarterly Financial Reports (standard)		X		X			X			X		
Risk Management Report		X				X						
RDV Milestone Report due (via MADEC)			X									
Review MADEC agreement							X					
Audit Report with ARG Approval			X									
Prepare Annual Report			X									
Approve Annual Report with Financial Statements				X								
Annual General Meeting					X							
6. Monitoring & Supervision												
Risk Register update (CoM & ARG)							X					
Review CoM reporting requirements/format								X				
7. Policy Making & Review												
Review Policies as per policy register		X		X			X			X		
Review Insurances (except D&O)				X								
8. Corporate Governance												
D&O Insurance Renewal/Review							X					
Corporate Calendar review										X		X
CoM Performance incl. CoM Succession												X
Sub-Committees Terms of Reference review		X										
CoM Charter review incl. Terms of Reference			X									
9. NML Inc. Key Events												
2020 NML Program Launch		7										
Arts & Culture Immersive			24									
Communication Workshops					X							
Vision of the Region Dinner					21							
Business Networking Breakfast							30					
2020 NML Program Graduation											13	

CoM & ARG Meeting packs to be distributed one week before meetings and minutes disseminated within 48 hours from close of meeting

**Special ARG Meeting to review audit and financials for the 2019 Annual Report