

Position Description for Committee Member

Position

Committee Member

Relationships

Accountable to:

- Chair
- Members
- Stakeholders.

Key Internal Relationships:

- Committee of Management.

Key External Relationships:

- VMIAC Members

Objectives

The role of a Committee Member is to ensure that VMIAC's vision is being achieved. As a collective, the Committee assumes the responsibility of governance and planning the strategic direction that meets the needs of the diverse range of members and stakeholders of the association.

Responsibilities

Specifically, the Committee Member will:

Governance

- Consider, debate, and vote on issues before the CoM on the basis of the best interest of the organisation
- Comply with the policies and rules of the organisation.

Planning

- Participate in the development of, review and approve VMIAC's strategic plan.

Meetings

- Attend all meetings. If unavoidable, table your apologies as soon as possible prior the meeting
- Actively participate in Working Groups and sub-Committees
- Participate in CoM induction and training when organized
- Read CoM broad papers and reports prior to the meeting
- Be ready and prepared to discuss any issues in the reports or on the agenda prior to the meeting and contribute to the resolution of issues.



Administration & Management

- Serve on CoM sub-Committee(s) or Working Groups and be prepared to act as the Chair
- Review and approve the organisations policies and procedures and systems for financial control and risk management
- Understand the organisations finances (including insolvency)
- At all times, conduct CoM business politely and with consideration for others, without ill feeling or improper bias

Fundraising

- Participate in any fundraising approved by the CoM.

Legal

- Disclose any perceived or real conflict of interest.

Skills & Experience Required

The skills required and commitment to be a Committee Member of VMIAC include:

- understanding of, and commitment to, the vision, mission, and values of VMIAC
- knowledge of the operation of a not for profit organisation and the difference between governance and management
- willingness to read all CoM papers before the meeting
- capacity to review documentation between meetings
- understanding of the mental health sector, or related sector, in Victoria
- skills in at least one of the following: marketing and communications, financial capacity, fundraising and income generation, training, consumer research, or co-design and co-production, and
- ability to share information, listen, and assess different views and constructively contribute to decision-making in the best interests of VMIAC.

Election & Term

Elected at the Annual General Meeting for a term of two (2) years.