

**VICTORIA
PARK
COMMUNITY
CENTRE**

Collaborate • Imagine • Thrive

**BOARD OF
MANAGEMENT**

Nomination Information and Form

What are the benefits of being on the Management Committee?

Being on the Victoria Park Community Centre (Centre) Board of Management (Committee) provides an opportunity for you to be involved in determining the strategic direction of Centre, and an opportunity to be involved in a small community not-for-profit organisation.

When does the Committee meet?

the Committee usually decides on its meeting days and times at its first meeting, held immediately after our AGM. This determines the dates of the meetings for the full year usually including the date of the AGM. Currently the Committee meets bi-monthly.

How long are the meetings?

The meetings generally take between 1 and 1.5 hours, to no longer than 2 hours. The exception to this may be where a longer session is needed for an annual strategic planning meeting.

How often does the Committee meet?

Our current rules of association require **no less than three and no more than ten** meetings per year. Currently the Committee meets every month, with the exception of December, for the sake of continuity and to keep everyone informed and engaged.

Where does the Committee meet?

Meetings are held at the Centre, at 248 Gloucester St, East Victoria Park unless otherwise advised.

Meeting Papers?

These are usually made available at least three days prior to the meeting. An email is sent to all Committee members advising that the papers are now available for the meeting. How the papers are to be accessed or obtained in an appropriately secure manner is a matter for the Committee to decide.

Parking for meetings?

For meetings held at the Centre, parking is available on Kent Street or the car park adjacent the Centre entry off Kent Street.

What is the time commitment required from a General Committee Member?

Regular Committee meetings – up to 2 hours meeting time and up to 1 hours reading time per month.

Subcommittees – if you have agreed to be on a working party, the time commitment would be only for the duration of the working party and varies depending on that working party. Subcommittees may be established by the Committee for purposes such as advising and assisting with events, community fairs, grant proposals and the like.

Committee Induction/Training session – usually scheduled following the AGM. A two-hour session is a

realistic time frame for members to get to meet each other, learn about the operation of the Centre, their responsibilities as Committee members and to build rapport.

AGM – held within the first six months of the new financial year, usually in September or October depending on the Audit. The meeting usually takes no more than one hour.

Reimbursement of expenses
All positions on the Victoria Park Community Centre Management Committee are volunteer positions. Therefore any reimbursements of expenses are by prior arrangement with the Board and upon presentation of receipts and a completed claim form.

Do I need to attend all meetings?

In order to remain informed and engaged in Centre activities, regular attendance is necessary. However, most Committee members miss at least one meeting a year due to holidays or other commitments and tender their apologies in advance.

A bit about you

Please take a few minutes to complete the following information, and return it with your nomination form.

Name: _____

Do you have a particular interest or reasons for being/wanting to be a Committee Member of Victoria Park Community Centre?

I have skills / expertise / qualifications in the following areas:

- | | |
|--|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Adult and Community Education | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Board/Committee Experience | <input type="checkbox"/> Listening |
| <input type="checkbox"/> Campaigning and influencing | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Change Management | <input type="checkbox"/> Negotiation |
| <input type="checkbox"/> Charity/Voluntary Organisation Governance | <input type="checkbox"/> Not for profit experience |
| <input type="checkbox"/> Community Development | <input type="checkbox"/> People Management |
| <input type="checkbox"/> Conflict Resolution | <input type="checkbox"/> PR / Communications |
| <input type="checkbox"/> Customer Care | <input type="checkbox"/> Policy Analysis |
| <input type="checkbox"/> Enterprise/Business Development | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Facilitating Meetings | <input type="checkbox"/> Relationship Management |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Research / research analysis |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Team Development |
| <input type="checkbox"/> Income Generation | <input type="checkbox"/> IT Systems |
| <input type="checkbox"/> Access and Inclusion | |

Any other specialist experience or qualification relevant to our Community Centre and its members (please specify)?

Board of Management Nomination Form



Please complete the following to indicate your intention to nominate:

Nomination for VPCC Board of Management / Committee

Name of nominee: _____

Signature: _____

Date: _____

Please nominate for one or more of the following:

Chairperson

Deputy Chairperson

Treasurer

Secretary

Committee Member

Under new legislation (WA Associations Incorporation Act 2015), certain conditions will render a person ineligible for a Board position. Please see the following page for details of these conditions.

In accordance with the Constitution of the Victoria Park Community Centre Inc. the Chairperson and other Committee members will be elected or re-elected at the Annual General Meeting following their consent in person or in writing.

The appointment of Office Bearers other than the Chairperson is usually the responsibility of the elected Committee.

The Committee also has the power to appoint members to fill any vacancy on the Committee for the remainder of the unexpired term (that is generally until the next AGM).

The Committee is comprised of no less than six (6) and no more than ten (10) individuals. This includes the Chairperson, Deputy Chair, Secretary and Treasurer and at least two (2) and not more than six (6) additional individuals.

Board Eligibility Criteria

Under new legislation (WA Associations Incorporation Act 2015), a person **cannot be eligible** for a Committee member position if:

- a. In the previous five years, they have been convicted of, or imprisoned for:
 - (A) An indictable offence under the laws of any state or territory of the Commonwealth of Australia in relation to the promotion, formation or management of a body corporate,
 - (B) An offence involving fraud or dishonesty punishable by imprisonment for a period of three (3) months or more under the laws of any state or territory of the Commonwealth of Australia, or
- b. They are:
 - (A) Bankrupt, or
 - (B) Unless the person has obtained the consent of the Commissioner, a person whose affairs are under insolvency laws.
- c. Unless they have obtained the consent of the Commissioner, a person who has committed a breach of the following director's duties:
 - (A) Duty of care and diligence,
 - (B) Duty of good faith and proper purpose,
 - (C) Duty to not improperly use their position,
 - (D) Duty to ensure that the association does not incur a debt while insolvent, or
 - (E) Duty to not improperly use information gained while a committee member.

By signing this document, you acknowledge that you have read and understood the contents of this form and are eligible to be accepted as a Management Committee member.

Name of nominee: _____

Signature: _____

Date: _____

Please sign and return **both pages** of this application form either

In person: to the office at 248 Gloucester St, East Victoria Park

By post: PO Box 1483, East Victoria Park WA 6981

Or

By Email: Scan and return to manager@vicparkcc.org.au