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| **POSITION DETAILS** |
| **Position Title** | Committee of Management member | **Location** | BayCISS Hampton & Castlefield Community Centre |
| **Position Type** | Honorary | **Hours per month** | Approx 2 hours |
| **ABOUT THE ORGANISATION** |
| Bayside Community Information and Support Service (BayCISS) is a not for profit organisation based in the Bayside and Kingston area providing support, advocacy, referral and information including counselling and case work, to vulnerable and low income community members. The Castlefield location operates as a Community Centre providing occasional child care and community programs dependent on need.We aim to help our local community and its people. We provide services and programs designed for assistance, participation, development, learning and enjoyment.We are:* Impartial – We are non-judgemental, flexible and supportive
* Respectful – We are respectful and listen to others
* Accessible – We make ourselves available and offer support
* Collaborative – We work with and develop local partnerships
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| **KEY FUNCTION** |
| The Committee of Management members will provide leadership, strategic direction and responsibility for the organisation, ensuring it is well managed and delivering required outcomes. They have a responsibility to oversee the vision, values and mission, strategic direction, funding and finance, monitoring and evaluation, whilst behaving with integrity and by supporting the organisation’s values and philosophy.  |
| **KEY RESPONSBILITIES** |
| Each member of the Committee of Management will bring their own skills, experience, knowledge and expertise to the organisation, however it is expected that each member:* Be available to attend monthly Committee of Management meetings
* Provide information, supports and expertise within your relevant field or area of interest relevant to the strategic direction of the organisation
* Keep up-to-date with relevant community material and new information
* Have a working knowledge of community service, not-for-profit and volunteer organisations
* Be familiar with and adhere to BayCISS policies and procedures
* Operate under the BayCISS Code of Conduct
* Uphold the values and objectives of the organisation
* Give adequate time and energy to the duties of being a trustee
* Act with integrity, selflessness, objectivity, accountability, openness and honesty
* Contribute to the decision making encouraging good governance and management of the organisation
* Advocate for and represent the organisation as required at external meetings and/or events
* To support the organisation Manager and Management Team
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| **KEY RELATIONSHIPS** |
| **INTERNAL** | Manager, staff, volunteers |
| **EXTERNAL** | Funding body representatives, stakeholders, community organisation personnel, other network and/or Committee representatives |
| **SKILLS** |
| **DESIRABLE** | * Leadership skills
* Communication and interpersonal skills
* Impartiality, fairness and the ability to respect confidences
* Ability to ensure decisions are taken and followed up
* Tact and diplomacy
* Understanding of the roles of a Management Committee
* Experience with organisational and people management
* Knowledge of Community Services sector
* National Police Check
* Marketing Skills
* Volunteer Management
* Fundraising
* Passionate about community wellbeing
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| **COM approval** |  | **Date** |  |
| **Committee Member****Acknowledgement** |  | **Date** |  |