



Cheltenham Community Centre

## Board of Governance

### Level of Commitment Required

#### Essential

<b>Meetings</b>	Every 4 <sup>th</sup> Thursday of the month 7:30 – 9:30pm
<b>Preparation</b>	Reading and reviewing meeting documents – 1 - 2 hours
<b>AGM</b>	Once a year in May – 2 hours
<b>Planning Day</b>	Once a year – usually in September – full day

#### Optional

<b>Working Groups</b>	Current Groups are: Finance sub-committee – monthly meeting – 2 hours Facility Working Group – bi-monthly meeting – 1.5 hours
<b>Festivals, Functions</b>	Participation at 3 major CCC festivals/functions Multicultural Festival of Creative Arts – March Biggest Morning Tea – May Children's Festival – October

### What are Board Members and what do they do?

Cheltenham Community Centre (CCC) is an incorporated not for profit organisation and board members are elected annually in May for one year terms.

Our Vision Statement reads “The CCC is a supportive community in which people contribute, learn and grow.”

Board members have the task of helping to steer the community centre to be true to our vision, mission and in the achievement of our goals.

### Who can be a Board Member?

You do not have to have any specific qualifications to be a board member, however the best boards are those that have a good mix of a large range of skills and different life experiences. The ability to apply common sense to an issue and a sense of humour are good qualities for members to possess.

All board members, regardless of qualifications need to be “eligible” in the eyes of the law to hold that position. An eligible person generally is:

- An adult (over 18 years of age)
- Not insolvent or under administration



## What do Board Members do?

Board members are charged with working collectively to act as the “mind” of the community group they serve. In doing so, they must work together to:

- Determine the group’s mission and goals
- Set a strategic vision and plan
- Ensure the group is financially and legally accountable
- Appoint and guide the manager
- Ensure the group has adequate resources
- Work to enhance the group’s public image, and
- Assess the Board’s effectiveness.

In practice, this involves:

- Setting and approving budgets
- Managing risk
- Keeping abreast of relevant laws and regulations
- Approving major programs and projects undertaken by the group in achieving its mission
- Attending and participating in meetings
- Serving on board committees, and
- Setting and reviewing goals.

As CCC employs a manager and staff, board members are not involved in administration but concentrate on governance. The Board’s role is to work with the manager to oversee and steer the community centre.

## For More Information

For more information on how boards for not-for-profit organisations operate click (copy and paste) this link <http://www.communitydirectors.com.au/icda/tools/?articleId=5729>. Contact the CCC Manager on 9583 0095 to organise a chat with a current CCC Board Member.