

## Cheltenham Community Centre Board of Governance

### Level of Commitment required

#### Essential

<b>Meetings</b>	Every 4 <sup>th</sup> Monday of the month 7:30-9:30pm
<b>Preparation</b>	1-2 hours of reading & reviewing meeting documents
<b>AGM</b>	Once a year (April or May) – 2 hours
<b>Planning Day</b>	Once a year usually in September – full day
<b>Joint Boards meetings</b>	Three a year with SCCC Board, 2 hours/meeting

#### Optional

<b>Working groups</b>	Current groups are: Facility Working group – bi-monthly meeting 1.5 hours
<b>Festivals, Functions</b>	Participation at 2 major CCC festivals/functions: Biggest Morning Tea – May Children's Festival – Oct  End of year CCC Christmas celebration.

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

The CCC is an incorporated not for profit organisation and Board members are elected annually for a one-year term.

Our mission statement is: "We connect the community by responding to local needs".

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 humor 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 is:

- An adult (over 18 years of age);
- Not insolvent or under administration;
- Has a current Working with Children Check;
- A current police check (no less than 6 months old);
- A Fit and Proper Persons check.

## 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 organisation 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 on top 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
- Setting and reviewing goals

As CCC employs a Manager and staff, the 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-profits operate click (or copy and paste) this link <https://communitydirectors.com.au/tools-resources/board-member-responsibilities> and contact the CCC Manager on 9583 0095 to organise a chat with a current CCC Board member.