

## 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 (usually March or 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 2 major CCC festivals/functions:  Biggest Morning Tea – May Children's Festival – October

### CCC and Board members

The CCC is an incorporated not for profit organisation and Board members are elected annually for one-year terms. The maximum number of consecutive terms is 8.

CCC's mission statement is: **We connect to 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 process.

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
- Assess the Board's effectiveness

In practice, this involves:

- 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, Board members are not involved in administration but concentrate on governance. The Boards role is to work with the Manager to oversee and steer the Community Centre.

## More information?

For more information on how Boards for not-for-profits operate click here [\*\*Institute of Community Directors Australia \(ICDA\) | Overview of your...\*\*](#), and contact the CCC Manager on 9583 0095 or [manager@chelt.com.au](mailto:manager@chelt.com.au) to organise a chat with a current CCC Board member.