



livin' well

28 January 2021

POSITION VACANT – COMMITTEE MEMBER / SECRETARY

Thank you for your expression of interest in the role of Secretary on our Management Committee. Details of this position, including relevant skills and experience, are detailed in the attached Position Description. The role requires regular attendance at the monthly COM meeting held on the fourth Tuesday @ 5.00 pm. A few additional hours per month may be required for involvement in such instances as sub-committees, community PR opportunities etc.

Liberty Community Connect (Liberty) is a local, award winning, independent, not for profit, community organisation that has thrived for 30 years. With a genuine passion we support Gold Coasters who are elderly, people who live with a disability, their carers and their families. We pride ourselves on being uniquely different, in fact boutique – small, sophisticated and on trend.

We are an approved provider in delivering services and support under the Community Home Support Program, Home Care Packages and the National Disability Insurance Scheme. With a team of 50 employees and 50 volunteers, we provide a diverse range of services designed to enhance independence and increase wellbeing physically, emotionally and socially to over 700 people. Our programs, activities and services are tailored ranging from basic needs such as socialising, shopping or domestic tasks, to managing a diverse range of Home Care Packages.

Our reputation as one of the Gold Coast's leading community service providers is no accident - it has developed through hard work, passion, commitment to high ideals, and consistent delivery of quality service and constant improvement by our committee, employees and volunteers.

To find out more about Us please visit our website at libertycommunity.org.au, go to our Facebook page or give me a ring. I look forward to hearing from you.

To apply for the position of Secretary on our Management Committee, please forward your resume and a cover letter OR complete the attached Application for Committee form, to jo@libertycommunity.org.au, no later than 28 February 2021. Please note that applications may close earlier if a suitable candidate is found.

Sincerely,

Jo Todoruk
General Manager

Liberty Community Connect Inc.

31 Martin Street, Nerang QLD 4211 | PO Box 446, Nerang QLD 4211

T: (07) 5578 1668 | F: (07) 5578 1331 | E: info@libertycommunity.org.au | W: libertycommunity.org.au



POSITION DESCRIPTION - MANAGEMENT COMMITTEE MEMBER

"Supporting people to live a life of their choice."

PRIMARY ROLE and PURPOSE

Liberty Community Connect Inc. (Liberty) is an award winning, not for profit, community based organisation providing services throughout the Gold Coast supporting people who are elderly, people who live with a disability, their carers and their families. Liberty supports people to live a life of their choice, enhancing their independence, empowering them to be socially connected.

The Management Committee consists of members whose personal and professional experience, collectively make up the skills required for successful governance of a not-for-profit, community services organisation. Members of the Management Committee need to have appropriate knowledge, skills and/or experience in working with our client group and the capacity, commitment and passion to serve both the membership and the clients of the organisation diligently and with vision.

The authorities of the Management Committee are detailed in Liberty's Constitution.

KEY SELECTION CRITERIA

Essential

- Desire to participate in the on-going development of a high quality community care organisation
- All requirements as outlined under
 - Skills and Experience
 - Conditions of Committee Membership (verification required), and
 - Demonstrated knowledge, skills and abilities as outlined in Key Accountabilities and Duties.

Desirable

- Management Committee experience, preferably in the role of Secretary, in working in a community organisation that provides services for people that are elderly, adults with a disability and their carers,

Personal Attributes & Qualities

- Enthusiastic
- Reliable
- Passionate about people based outcomes
- Positive and professional attitude
- Works effectively in a team environment, and
- Efficient and organized.

POSITION TITLE	Management Committee Member - Secretary		
DATE PREPARED	October 2018	DATE REVIEWED	January 2021
AUTHORISATION			
General Manager	Jo Todoruk		
	Name	Signature	Date

SKILLS and EXPERIENCE

- Personal commitment to a professional, flexible and compassionate approach
- A collaborative mindset developed through academic or work experience, and supported by mature judgement and practical wisdom
- Understanding of strategic planning processes and quality improvement frameworks
- Relevant experience, or the ability to acquire knowledge, in the responsibilities of the Management Committee
- Experience in interpreting management reporting
- Excellent communication skills, and
- Computer skills.

CONDITIONS of COMMITTEE MEMBERSHIP

- Person of good standing. Position is subject to criminal record checks (at Liberty's expense) – e.g.
 - National Police Check, and
 - Yellow Card
- Not be a disqualified individual as per the Aged Care Act 1997 under Section 10A – Disqualified Individuals, and
- Compliance with Liberty's operational practices – e.g. Constitution, Policies & Procedures, Code of Conduct.

COMMITMENT

Attendance at Management Committee meetings on the fourth Tuesday monthly; approx. 5.00 – 7.00 pm and otherwise as necessary to meet the responsibilities of the Management Committee and needs of the organisation.

KEY ACCOUNTABILITIES and DUTIES

SECTION 1 - RESPONSIBILITIES

The Management Committee as a whole are responsible for

- appointing a General Manager who is responsible for the operational running of the organization
- ensuring that Liberty maintains
 - legal and financial accountability, and
 - risk management responsibilities
- maintaining the strategic direction of the organisation
- participating in the review and approval of the Strategic Plan annually
- advocacy of the organization for the community by listening to the voices of their community and adding their voice to support the needs of community members, and
- promoting a positive public perception of the organisation and positive organisational culture.

SECTION 2 – THE ROLE OF SECRETARY

- the Secretary
 - is familiar with Liberty’s Constitution and applies correct meeting procedures
 - assists the President to prepare and collate a monthly agenda
 - takes notes of key issues, discussion points and decisions, prepares accurate minutes, and
 - ensures that
 - copies of agenda, reports and minutes of Management Committee meetings are prepared and distributed to all Management Committee members and the General Manager
 - a Members’ Register is maintained
 - a file of all signed, original copies of Minutes of Meeting is maintained
 - appropriate records are kept in a safe place, and
 - any letters or correspondence as directed by the Management Committee are written.
 - any other duties or responsibilities required under relevant legislation including Associations Incorporation Act 1981, Aged Care Act 1997, Disability Act 2006, NDIS Act 2013 and the Liberty Community Connect Constitution.

SECTION 3 - REMUNERATION and BENEFITS

The Liberty Management Committee are valued volunteers and Management Committee members do not receive remuneration for participation.

Management Committee members are entitled to reimbursement for any approved expenses incurred in the course of representing Liberty and attendance at conferences, training and Management Committee meetings. Expenses may include

- fuel
- meals
- transportation, and/or
- accommodation.



Application for Committee of Management

POSITION/S VACANT:				
1. POSITION				
Position Applied For:				
2. How did you find out about the position?				
<input type="checkbox"/> Liberty Community Connect Website		<input type="checkbox"/> Liberty Community Connect Facebook Page		
<input type="checkbox"/> Word of Mouth		<input type="checkbox"/> Email Contact		
<input type="checkbox"/> Other:				
3. PERSONAL DETAILS				
Name:				
Address:				
Suburb:				Postcode:
Telephone:		H:	W:	Mobile:
E-Mail Address:				
4. APPLICABLE KNOWLEDGE, SKILLS and/or EXPERIENCE				
5. SERVICE ON BOARDS, COMMITTEES, COMMUNITY GROUPS ETC				

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6. STATEMENT OF SUITABILITY - What are your reasons for applying for this particular role?

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7. REFEREE'S

Referee's name	Position held	Company name	Contact number

Do you give permission for us to contact your referees regarding your skills and experience?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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8. GENERAL

Do you have a Yellow Card?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you agree to undertake Criminal History Screenings and provide information and identification required to undertake these?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a criminal offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what was the conviction for?	
Are you a citizen of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No

I hereby certify that the above information and attachments are correct and completed to the best of my knowledge and I recognise that if any of the information is untrue or incomplete it could result in the termination of my role on the committee.

Signature: _____ Date: _____

The Interview and Selection Process:

After assessing the applicants based on knowledge, skills, experience and suitability appropriate applicants will be contacted for an interview.

Our Vision ~ "Supporting people to live a life of their choice"

Our Mission ~ "To make a positive difference, promoting client independence, by providing quality care and flexible services that respect the individual"

Our Values ~ "We recognise the dignity of each individual, demonstrate integrity in all that we do, and are proudly people focused"
