



livin' well

**RE: POSITION VACANT (VOLUNTEER)
COMMITTEE MEMBER**

Thank you for your interest in joining the Committee of Liberty Community Connect and participating in the governance of the organisation. A vibrant and active Committee providing input, advice and guidance is essential to our connection and relevance to our local community, and to our continued growth in meeting the care and needs of our clients.

Liberty Community Connect is a not for profit, community based organisation, located in Nerang, supporting people on the Gold Coast to live happily in their home and community for the fullness of their life. We provide quality care and flexible services to more than 500 clients/participants who are elderly or adults living with a variety of abilities. We are proudly an independent 'boutique' service provider making a positive difference and promoting client independence. Please refer to our website www.libertycommunity.org.au for more information on *Us*.

Members of the Management Committee need to have appropriate knowledge, skills and/or experience and a passion to serve both the membership and the clients of the organisation. For further information about the role and to enquire about becoming a Committee Member please contact our President, Vitay Kaitinis on 0438 889 085 or email vitay@libertycommunity.org.au.

Yours sincerely,

Ruth Clark
Chief Executive Officer (Acting)



POSITION DESCRIPTION – MANAGEMENT COMMITTEE MEMBER

"For people on the Gold Coast to live happily in their home and community for the fullness of their life"

PRIMARY ROLE and PURPOSE

Liberty Community Connect Inc. (Liberty) is a 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 knowledge and experience working in a community organisation that provides services for people that are elderly, adults with a disability and their carers under the service delivery models of
 - the Commonwealth Home Support Program (CHSP)
 - Home Care Packages (HCP), and/or
 - the National Disability Insurance Scheme (NDIS).
 - Registered nursing experience desirable

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 – Committee Member		
DATE PREPARED	October 2022	DATE REVIEWED	August 2023
AUTHORISATION	CEO		
AUTHORISED REPRESENTATIVE	President		

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
- Appropriate computer/IT skills.

CONDITIONS of COMMITTEE MEMBERSHIP

- Person of good standing. Position is subject to criminal record checks (at Liberty’s expense) – e.g.
 - holder of existing positive Yellow Card or eligibility to work under a NDIS Worker Screening Check
 - National Police Check
- 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 Chief Executive Officer 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 - 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.