



Management Committee 2021

Chairperson

Keep meetings and all actions on track, work closely with the committee and staff to advance the key aims of the organisation.

Role and Responsibilities:

- Prepare and Chair regular meeting of the Management Committee (8 per year, scheduled 6-8 weekly)
- Lead and coordinate the Management Committee in accordance with Doubleview House Policies and Procedures, and Constitution
- Liaise directly with centre staff to achieve service outcomes in the community
- Responsibility as signatory of Doubleview House Financial documents
- Oversee and advise on events, programs, courses, venue hire, and projects in collaboration with committee members, as presented by staff

Time Commitment:

- Hours per week- 2.5hrs per week
- 6 hrs monthly for committee meeting, agenda prep, follow up actions
- Extra hours given as required to the planning and management of special events and activities

Experience and skills:

- Leadership and teamwork
- Organisational skills and ability to multi-task
- Awareness of community resources and services
- Commitment to attend conferences/courses for the betterment of roles and responsibilities
- Listening and communication skills
- Friendly, positive and respectful demeanour
- Positive and proactive attitude
- Commitment to community



Management Committee 2021

Vice-Chairperson

Help the Chairperson to fulfil duties and step in when they are away.

Role and Responsibilities

- Provide support and relief as required to the Committee Chairperson
- Strive to achieve Community service outcomes in accordance with Doubleview House Policy and Procedures and Constitution
- Attend Management Committee meetings 8 per year, scheduled 6-8 weekly
- Lead and coordinate the Management Committee in accordance with Doubleview House Policies and Procedures, and Constitution
- Oversee and advise on events, programs, courses, venue hire, and projects in collaboration with committee members, as presented by staff

Time Commitment:

- 4hrs monthly for committee meeting and follow-up actions
- Extra hours given as required to the planning and management of special events and activities

Experience and Skills:

- Leadership and teamwork
- Organisational skills and ability to multi-task
- Awareness of community resources and services
- Listening and communication skills
- Friendly, positive and respectful demeanour
- Positive and proactive attitude
- Commitment to community



Management Committee 2021

Secretary

Take the minutes, record planned actions and circulate the agenda and meeting papers.

Role and Responsibilities:

- Strive to achieve Community service outcomes in accordance with Doubleview House Policy and Procedures and Constitution
- Attend committee meetings (8 per year, scheduled 6-8 weekly)
- Contribute to and review Agenda drawn up by Centre Manager
- Document accurate and thorough minutes of the committee meetings, submit to Centre Manager and Chairperson for review and circulate to committee within 1 week of meeting.
- Oversee and advise on events, programs, courses, venue hire, and projects in collaboration with committee members, as presented by staff.

Time Commitment:

- 4 hours for committee meeting and minutes
- Extra hours given as required to the planning and management of special events and activities

Experience and Skills:

- Ability to quickly and accurately record minutes of meetings
- Organised and efficient
- Awareness of community resources and services
- Good listening and communication skills
- Team work and enthusiasm
- Friendly, positive and respectful demeanour
- Positive and proactive attitude
- Commitment to community



Management Committee 2021

Treasurer

Make sure that the committee receives correct and up to date information about the organisation's finances, and that funding and tax obligations are met.

Role and Responsibilities:

- Strive to achieve Community service outcomes in accordance with Doubleview House Policy and Procedures and Constitution
- Attend committee meetings (8 per year, scheduled 6-8 weekly)
- Prepare and present monthly finance report at Committee Meeting in conjunction with Centre Manager
- Liaise with Centre Manager and Chairperson in all areas relating to financial management of the centre
- Responsibility as signatory of Doubleview House financial documents
- Oversee and advise on events, programs, courses, venue hire, and projects with the collaboration of committee members, as presented by staff.

Time Commitment:

- 2 hours per fortnight to meet with Centre Manager
- 4 hours monthly for committee meeting and report preparation.
- Extra hours given as required to the planning and management of special events and activities

Experience and Skills:

- Skills and experience in financial reporting and accountancy
- Organised and efficient
- Awareness of community resources and services
- Good listening and communication skills
- Team work and enthusiasm



Management Committee 2021

General Committee

Prepare for meetings, take part in discussions and support the endeavours of the committee in any way possible.

Roles and Responsibilities:

-Strive to achieve Community service outcomes in accordance with Doubleview House Policy and Procedures and Constitution

-Attend committee meetings (8 per year, scheduled 6-8 weekly)

-Oversee and advise on events, programs, courses, venue hire, and projects in collaboration with committee members, as presented by staff

Time Commitment:

-2.5 hours for committee meeting and minutes

-Extra hours given as required to the planning and management of special events and activities

Experience and Skills:

-Awareness of community resources and services

-Good listening and communication skills

-Team work and enthusiasm

-Friendly, positive and respectful demeanour

-Commitment to community