

VOLUNTEER BOARD MEMBER - SECRETARY WANTED

Caring for our community...

Aspendale Gardens Community Service Inc. (AGCS) is a not for profit organisation run by a voluntary Board of Management.

We provide a comprehensive range of quality services for our community with a wide range of activities for adults, youth and children. Children's services include 3 and 4-year-old kindergarten, occasional childcare, playgroup, basketball and various holiday programs.

The Board of Management oversees the strategic direction of AGCS and the Kindergarten. The Board of Management employ and work closely with the Centre Manager, Kindergarten Educational Leader and Nominated Supervisor, staff and community to deliver the strategic and business planning direction of the Centre.

What will you do?

As the Secretary, you will:

- attend monthly meetings (mainly online, with a small number face-to-face) and together with the other board members you are responsible for:
 - setting and guiding the strategic direction of the organisation;
 - monitoring the organisational performance;
 - ensuring appropriate stakeholder engagement and good governance; and
 - fundraising and marketing.

The SECRETARY is part of the Board Executive Team and is additionally responsible for:

- Facilitating communication between the Board, staff, and members;
- Scheduling meetings, preparing relevant paperwork, and recording meetings;
- Maintaining accurate documentation and meeting legal requirements;

About You...

Successful candidates will have the following attributes:

- Great communication skills;
- Passion for giving back to the community as a volunteer;
- Commitment to be an ethical and active member of a small dedicated team; and
- A current Working with Children Check and current National Police Check (these can be arranged after application at the cost of the organisation).

Are you ready to apply?

Please send your resume and a cover letter addressing the above requirements to secretary@agcsinc.org.au to be considered for this great opportunity and join this great community centre board who are friendly and supportive.

AGCS acknowledges the traditional owners of the land on which we live, work and learn, the Bunurong people, and pay our respects to their elders, past, present and emerging.

AGCS is committed to child safety and has zero tolerance for child abuse. We want all children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.