General Committee of Management

Volunteer Role Description

Help make a difference in your local community.

Swan Hill Neighbourhood House brings people together, supports community connections and provides opportunities for people to participate, learn and feel included.

Our Committee of Management helps guide the organisation, plan for the future and make sure we continue to meet the needs of our community.

You don't need to be an expert or have previous committee experience to get involved. We welcome people with different skills, experiences and ideas who want to contribute to their community.

What would I do?

As a General Committee Member, you would:

- **Share your ideas** – help us think about what our community needs and how we can improve our services and activities.
- **Help make decisions** – take part in discussions and contribute to decisions about the direction of Swan Hill Neighbourhood House.
- **Support our work** – help make sure we are using our resources wisely and working towards our goals.
- **Be part of a team** – work alongside other committee members and staff to support the organisation.
- **Help plan for the future** – contribute ideas about new opportunities, partnerships and ways to strengthen our community.
- **Act in the best interests of the organisation** – help ensure decisions are fair, responsible and support the purpose of Swan Hill Neighbourhood House.

How much time is involved?

Committee members attend regular committee meetings and may occasionally help with other activities or decisions.

We understand that people have work, family and other commitments. We value the time our volunteers can contribute and encourage people to be realistic about their availability.

What skills or experience do I need?

You don't need to be a professional or have served on a committee before.

We welcome people who are:

- Interested in their local community.
- Willing to listen, share ideas and work with others.
- Reliable and willing to contribute their time.
- Open to learning new things.
- Respectful of different opinions and experiences.

Experience in areas such as finance, business, community services, fundraising, marketing, human resources, building or project management is helpful, but it isn't essential.

Your life experience, ideas and interest in our community are valuable too.

What support will I receive?

You won't be expected to know everything from the beginning. You will have the opportunity to learn about the organisation, ask questions and draw on the knowledge and experience of other committee members and staff.

Why volunteer?

Being on the Committee of Management is an opportunity to:

- Make a practical contribution to your local community.
- Meet people and build new connections.
- Share your skills and learn from others.
- Help shape the future of Swan Hill Neighbourhood House.
- Be part of an organisation that works to make our community a better place for everyone.

Interested in finding out more?

You are welcome to have an informal conversation with us about what is involved before deciding whether the role is right for you.

You don't need to have all the answers. You just need to care about your community and be willing to contribute.