



**Role:** Committee of Management Members

**Aim:** To be responsible for the effective governance of Community Accessibility Inc., ensuring to provision of a quality service.

**What does the volunteer do?** Members meet on a monthly basis to assist the General Manager in monitoring and maintain a viable and active organisation.

**Reporting:** To the appropriate funding and peak bodies and to all members of CA Inc.

**Location:** Varied. The location of the meeting will rotate through the CA Inc. offices.

**Personal qualities and experience:**

- Acceptance of all people
- Good communication skills
- Desire to support the local community
- Ability to work with individuals and groups as required
- Willingness to help others

**Dress Code:**

N/A

**Hours/days required:**

- Attend monthly committee meetings
- Meetings commence at 5.30pm
- If unable to attend a meeting, please inform the chair or GM

**Tasks performed:**

- Monitor, support and advise in the following areas
  - Legal & Insurance
  - Policy and Planning
  - Financial
  - Staff and Volunteers
  - Funding Compliance
  - Strategic Planning
- Ensure the continued viability of CA
- Represent the organisation as and when required
- Ensure continued transparency of CA processes and practices

**Work, Health & Safety:**

**Training:**

- Participate in training as and when required

**Volunteers Rights and Responsibilities:**

- Please discuss issues as they arise with the General Manager.
- Adhere to Community Accessibility's policies and procedures
- Disclose all pre-existing injuries or medical conditions which may affect your ability to fulfil the duties of this position
- Undergo and Police Check and obtain and Working With children Check (costs will be reimbursed)

**Positions:**

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer