

Eastern Hub Committee Community & User Members' Role Description

Role Title

Eastern Hub Committee Community & Users Member

Governance Structure



Who Can Apply

Members of the community who have an interest in Eastern Geelong and have a significant connection to the community can apply to be a member of the Committee.

Selection Criteria

Members should have:

- A genuine interest and knowledge of the Eastern Geelong community and / or user groups
- An understanding that you represent the community or user groups of Eastern Geelong on the Committee
- Confidence to contribute at meetings
- The ability to work constructively with Committee members.

Commitment

Members must be willing to:

- Commit to attend monthly meetings for a two year period
- Participate in an information session (Venue, Committee/ History/Engagement) prior to appointment.
- Work within Eastern Hub Committee meeting terms of engagement
- Consult with the community to stay informed of current areas of interest for the Eastern Geelong community and provide feedback to the advisory committee.

Meeting Contribution

Members must be willing to:

- Contribute at meetings
- Listen to others
- Be open to alternative views
- Be respectful
- Follow through on agreed actions by the Committee when required.

Support for Committee Members

Members can expect the following support.

- Minutes and agendas will be managed by the chairperson and distributed by the Community Development Manager.
- Venue and light refreshments will be organised by the Community Development Manager.
- An induction will take place and be coordinated by Eastern Hub Manager.
- Other reasonable assistance or support can be arranged upon request.

Reimbursement

This is a voluntary position however any out of pocket expenses associated with the role will be reimbursed as required as long as they are pre-approved by the Eastern Hub Manager.

Application Process

A nomination form can be obtained from the Eastern Hub Manager. E H nominated staff and the chair of the current Reference Committee will assess the nominations . Where nominations exceed the number of committee members required, an interview will take place.

Tenure

The terms of tenure and length of commitment for membership of the Committee is for 2 years.

Elections will be held annually.

Meetings

Meetings will be held monthly at the Eastern Hub, 285A McKillop Street, East Geelong for the duration of approximately two hours.

Project Groups

Project Groups may be formed for specific purposes and members may nominate to participate in a Project Group. A representative of the Project Group will be responsible for reporting on Project Group activities at Eastern Hub Committee Meetings.

For further information please contact Chelsea McLaren on 5249 6100 or chelseam@karingal.org.au