



ABOUT US

Manning Valley Neighbourhood Services (MVNS) is a public, non-profit, welfare, charitable and benevolent organisation whose objects shall be to provide aid and assistance to relieve the conditions of suffering and helplessness of the socially and economically disadvantaged people residing, volunteering and working in the Manning Valley and surrounding LGA's. We aim for a fair and inclusive society with reduced poverty and inequality. We are now in our 38th year of service delivery.

OUR MISSION

MVNS is a community development organisation that resources and empowers individuals, groups and the community in the Manning Valley and surrounding LGA's to address issues that affect them.

OUR PRIORITIES

- Promote public knowledge of government and non-government community services, needs and resources, and advance human and civil rights for the disadvantaged in our community.
- Provide support services and relief to those community members suffering poverty and misfortune via material assistance, case work and direct service programs
- Provide social, recreational, educational and support services/activities specifically designed to address identified community needs through direct service programs and support groups.
- Initiate and participate in research, and identify and develop programs with practical application that improve the quality of life for those mentioned above.
- Promote the capacity of marginalised members of our community to access resources that will enable them to participate equally in community life.
- Resource and empower individuals, groups and the community to address issues that affect them.
- Develop and maintain networks, support and liaise with government and non-government agencies, to ensure effective and efficient service provision and community development.

NUMBER OF PAID STAFF 6

The Secretary role is a voluntary position and includes:

- Ensure records of the organisation are kept and are up to date.
- Ensure incoming and outgoing correspondence is managed.
- Ensure meetings are called according to the Constitution.
- Ensure agendas/background papers are prepared.
- Ensure formal records of all meetings are kept, along with official files.
- Record the meeting attendance, checking the quorum (number of members) that must be present to constitute a valid meeting.
- Accurately record the minutes in clear, simple language.



- Record all motions whether carried or not.
- Record the commencing and finishing time of the meeting.
- Ensure a copy of the minutes is pasted into the official Minutes Book.
- In conjunction with the Chairperson, ensure new board members are oriented into their role.
- Where necessary, delegates these duties to the staff or to other Management Committee members.

LEVEL OF COMMITMENT

The MVNS board meets 11 times a year (this includes AGM).
Meet monthly with MVNS Manager

We ask that you agree to attend

- 70% board meetings as a minimum. We meet every month for 2 hrs.
- Meetings are held during business hours on the 3rd Thursday of the month from 9.15 – 11.15
- Planning day – ½ day TBA
- 2 x MVNS events annually

SKILLS AND ATTRIBUTES

- An alignment with MVNS' values and commitment to our vision and mission.
- The availability and commitment to participate in Board meetings.
- Willingness to utilise networks to progress MVNS' mission.
- Knowledge of funding and governance would be welcome.
- Not essential but desirable:
 - Previous experience on a not-for-profit board.

If you are interested we would love to hear from you. Please email Chairperson Angela Pink aej.pink@gmail.com and provide an EOI referencing the above information.

Further information regarding the role of a Management Committee member is included in the MVNS Management Committee Manual.