



Volunteer Vacancy Form

Name of organisation:	Warrandyte Neighbourhood House (WNH)
Address:	168 Yarra Street Warrandyte
Municipality:	Eastern Metropolitan Region
Email:	
Phone:	9844.1839

Contact for this role:	Sandi Miller
Position in organisation:	Board President
Where would you like expressions of interest/referrals to be directed to?	president@wnh.org.au

Volunteer job title:	Vice President
Venue/ address of activity:	WNH, 168 Yarra Street Warrandyte
Number of volunteers needed:	1
Role description:	<p>The Committee of Governance delegates the operational tasks of the organisation to staff.</p> <p>Ordinary members of the Committee of Governance are responsible for overseeing the affairs of the organisation, ensuring its legal obligations are met and that the organisation is soundly managed for the benefit of all.</p> <p>In addition to this, the Vic President offers support to the President and acts as President proxy when required.</p>
Qualification/skills required:	<p>Communication and interpersonal skills Good leadership skills Tact and diplomacy An understanding of procedural issues and planning Impartiality, fairness and the ability to respect confidences. Experience of committee work preferred</p>
Other requirements:	The Vice President's engages in all the obligations of an Ordinary member, but may provide leadership support where requested, or even step into the Presidents Role when the President is unavailable i.e. run meetings and represent the organisation at public events.
Volunteer duties:	
Age range: (If required for insurance purposes)	Adult

Requirements (please tick all that are relevant)	
Driving licence/Type	Working with children's check - Y
Heaving lifting	Medical check

National police check - Y	Traffic check
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Commitment: <i>(please tick)</i>	
One-off – an event	Regular – less than 6 months
Regular – more than 6 months	One-off – a few hours
Time/ days required for this role:	Evening meeting, about 2 hrs every 6 weeks. Pre-meeting preparation such as reviewing minutes, correspondence, or completing action items raised at previous meeting. Involvement in WNH activities and events where possible

This role is suitable for: <i>(please tick all that are relevant)</i>		
Centrelink Volunteers - N	Families with children - N	Work experience N
Groups of 10 or more - N	Online and remote volunteers - N	Travelling volunteers N
People learning English - N	People with disability - Y	Younger volunteers (14-18)
Skilled volunteers - Y	Wheelchair access - ?	Other: First time adult volunteers

Signature:	Date:
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