



## **Board of Governance**

Executive Position

**Position Title:** Ordinary Member

**Term of Appointment:** One year

## **Healesville Living and Learning Centre**

The Healesville Living and Learning Centre is a not-for-profit provider of Adult and Further Education Programs to the Healesville and surrounding area. The Centre is run by a nine member volunteer Board of Governance that is responsible for all legislative requirements, strategic direction, employment and the development of governance policies. It delegates its authority for the implementation of the policies and day-to-day operations of the Centre to the CEO.

## **Mission Statement**

To provide quality education and learning to the community.

## **Position Summary**

This is an ordinary member position of the Board of Governance.

## **Responsibilities and Duties**

The Vice President shall in the absence of the President:

- Act as chairperson at all convened meetings of the Board of Governance.
- Exercise the right of casting a second, or casting vote, in event of a deadlock
- Ensure effective decision making at committee meetings
- Be a signatory of the organisation
- Be a spokesperson for the organisation
- Liaise with the Centre Manager on a regular basis
- Convene 'Special Meetings' when required

## **Special Knowledge and Skills**

- Highly developed interpersonal and communication skills
- Experience in the management and administration of a community based organisation, desirable
- Excellent problem solving skills
- Reliability
- Sense of humour
- Self-motivation