

CHAIRPERSON

POSITION DESCRIPTION

COMMITMENT

The estimated time commitment for this position is 4 hours a month. The chair must attend three meetings, including two committee meetings and the Annual General Meeting. The appointment term for this position is 2 years.



BENEFITS

- Leadership Development
- Networking Opportunities
- Community Impact
- Making a Difference
- Time Limited and Flexible

Remember, this role is more than a position; it's an opportunity to drive change and promote a language-friendly Australia.

DESIRABLE SKILLS

- Be bilingual
- Knowledge of governance principles and experience in organisational management (desirable).

PROFILE

The Chair is the principal leader and has overall responsibility for the organisation's operation and success. The Chair works closely with the Head of Operations.

RESPONSIBLE TO

The Chair is directly responsible to the members.

RESPONSIBILITIES AND DUTIES

- Act as the leading advisory person of the organisation
- Chair at all committee meetings and Annual General Meetings of the organisation where possible
- Serve as a spokesperson for the organisation when required
- Act as a signatory for the organisation in all legal purposes and financial purposes
- Lead the development of the strategic plan
- Prepare, in conjunction with the Head of Operations, the Annual Report of the organisation
- Attend organisation events, where possible
- Have a good working knowledge of the organisation's constitution, rules, policies and procedures and the duties of all office holders and any subcommittees
- Participate in the evaluation of the organisation's policies and procedures.
- Act as an ambassador for the organisation, advocating for its mission and values.

KNOWLEDGE AND SKILLS REQUIRED

- be well informed of all organisation activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be forward thinking and committed to meeting the overall goals of the organisation
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the organisation in representing the Committee in other forums

VICE - CHAIRPERSON

POSITION DESCRIPTION

COMMITMENT

The estimated time commitment for this position is 4 hours a month. The chair must attend three meetings, including two committee meetings and the Annual General Meeting. The appointment term for this position is 2 years.



MULTILINGUAL
AUSTRALIA

BENEFITS

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DESIRABLE SKILLS

- Be bilingual
- Knowledge of governance principles and experience in organisational management (desirable).

PROFILE

The Vice-Chair supports the Chair in various activities and initiatives, and undertakes the Chair's role in their absence.

RESPONSIBLE TO

The Vice-Chair is directly responsible to the Chair and the other committee members.

RESPONSIBILITIES AND DUTIES

- Attend Management Committee and General meetings of the organisation
- Prepare, in conjunction with the Chair, the Annual Report of the organisation
- Provide assistance to the Chair as necessary
- Assume the duties of the Chair in his/her absence and assist the Chair in carrying out his/her duties
- Maintain a sound understanding of the running of the organisation
- Have a good working knowledge of the organisation's constitution, rules, policies and procedures and the duties of all office holders
- Be aware of the future direction and plans of the organisation and act as a planning coordinator
- Be an alternate signatory for the organisation for legal purposes and financial purposes
- Other duties as nominated by the Chair and / or Committee
- Participate in the evaluation of the organisation's policies and procedures.
- Act as an ambassador for the organisation, advocating for its mission and values.

KNOWLEDGE AND SKILLS REQUIRED

- be willing to step in for the Chair where needed including chairing meetings
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the organisation in representing the Committee in other forums
- be able to raise concerns with the Chair where they arise

SECRETARY

POSITION DESCRIPTION

COMMITMENT

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DESIRABLE SKILLS

- Be bilingual
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PROFILE

The Secretary provides administrative and organisational support services to the Chair and committee.

RESPONSIBLE TO

The Secretary is directly responsible to the Chair and the other committee members.

RESPONSIBILITIES AND DUTIES

- Attend Management Committee and General meetings of the organisation
- Prepare agendas for all Management Committee and General Meetings
- Produce accurate minutes from all Management Committee and General Meetings
- Inform committee members of the time, date and venue for meetings
- Securely maintains the records of the organisation
- Work with the Head of Operations to call for nominations for organisation positions prior to the AGM
- Work with the Chair to investigate and answer disciplinary issues
- Maintain confidentiality on relevant matters
- Manage Committee Membership List
- Participate in the evaluation of the organisation's policies and procedures.
- Act as an ambassador for the organisation, advocating for its mission and values.

KNOWLEDGE AND SKILLS REQUIRED

- Sound organisation skills
 - Proficient in general computer skills and office products such as MS Office and Google Docs
 - Sound communication skills (verbal and written)
 - Ability to ensure confidentiality, security and integrity of information
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TREASURER

POSITION DESCRIPTION

COMMITMENT

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DESIRABLE SKILLS

- Be bilingual
- Knowledge of governance principles and experience in organisational management (desirable).

PROFILE

The Treasurer is the chief financial management officer and oversees all transactions and management of the finances and will chair the Finance Committee.

RESPONSIBLE TO

The Treasurer is directly responsible to the Chair and the other committee members.

RESPONSIBILITIES AND DUTIES

- Adhere to the mission, vision, and values of the organisation
- Be fully informed about the financial position at all times
- Prepare a budget and monitor it carefully
- Keep the organisation's books up-to-date, including a record of all payments and monies received, including issuing receipts
- Provide a Treasurer's report at regular meetings when required, and make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year and produce an annual financial report
- Send out accounts, pay bills, arrange financial audits, and manage petty cash
- Participate in the evaluation of the organisation's policies and procedures.
- Act as an ambassador for the organisation, advocating for its mission and values.

KNOWLEDGE AND SKILLS REQUIRED

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical, orderly manner
- Knowledge of annual audit requirements
- Sound organisation skills
- Proficient in general computer skills and office products such as MS Office and Google Docs
- Sound communication skills (verbal and written)
- Ability to ensure confidentiality, security and integrity of information

GENERAL BOARD MEMBER

POSITION DESCRIPTION

COMMITMENT

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DESIRABLE SKILLS

- Be bilingual
- Knowledge of governance principles and experience in organisational management (desirable).

PROFILE

The General Board Member plays a critical role in the governance and strategic direction of the organisation. As a member of the board, they contribute to the effective oversight of the organisation's operations and help ensure its success.

RESPONSIBLE TO

The General Board Member is directly accountable to the Chair and the members of the organisation.

RESPONSIBILITIES AND DUTIES

- Actively participate in all board meetings and provide thoughtful input to the decision-making process.
- Support the chair and other board members in fulfilling the board's fiduciary responsibilities.
- Contribute to the development and monitoring of the strategic plan.
- Participate in the evaluation of the organisation's policies and procedures.
- Contribute to the organisation's culture, strategic focus, effectiveness, and financial sustainability.
- Act as an ambassador for the organisation, advocating for its mission and values.
- Engage with the community to promote the organisation's goals and objectives.
- Provide guidance based on expertise to help the organisation navigate both opportunities and challenges.

KNOWLEDGE AND SKILLS REQUIRED

- An understanding of the organisation's mission and the needs of the communities it serves.
- Ability to work effectively as a team member and to take on tasks as needed for the good of the organisation.
- Good communication skills and the willingness to share and discuss ideas.
- An open-minded approach to problem-solving and governance.
- A commitment to the organisation's success and a willingness to lend expertise to its operations.
- Proficient in general computer skills and office products such as MS Office and Google Docs
- Ability to ensure confidentiality, security and integrity of information

HEAD OF OPERATIONS

POSITION DESCRIPTION

COMMITMENT

- As this is a volunteer position, a flexible commitment of approximately 5-7 hours per week is expected.
- Regular attendance at operational meetings is required, with the frequency to be determined as needed.
- Participation in board meetings may be requested by the Chair or the Board.
- The term for this role is typically 2 years, with the possibility of extension based on mutual agreement and performance.



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PROFILE

The Head of Operations is key to managing the day-to-day activities of the organisation. They oversee marketing, programs, services, grants, events, and advocacy efforts, ensuring that all operations align with the organisation's strategic goals.

RESPONSIBLE TO

The Head of Operations reports to the Chair and the Board.

RESPONSIBILITIES AND DUTIES

- Develop and implement operational plans that support the organisation's strategic direction.
- Oversee the creation and execution of marketing strategies to enhance the organisation's public profile.
- Manage the coordination and delivery of programs and services to the community.
- Identify grant opportunities; oversee the grant application and reporting processes.
- Plan and oversee the organisation's events from conception through to completion.
- Lead advocacy efforts to promote the organisation's mission and values within the broader community.
- Liaise with the Chair and the Board to inform them of operational developments and to seek strategic guidance.
- Knowledge of governance principles and experience in organisational management (desirable).

KNOWLEDGE AND SKILLS REQUIRED

- Strong organisational and leadership skills to manage diverse activities within the organisation.
- Experience in developing and implementing operational strategies.
- Knowledge of marketing principles and experience in promoting organisations effectively.
- Ability to oversee and deliver community programs and services.
- Competence in grant writing and grant management processes.
- Event management skills, with the ability to organise, manage, and promote events.
- Advocacy skills, with the ability to engage and influence a wide range of stakeholders.
- Excellent communication skills, both written and verbal.