



Reynard Street
Neighbourhood House

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Chairperson

Reynard St Neighbourhood House Committee of Management

Position Description

Employer: Reynard Street Neighbourhood House Incorporated (RSNH)

Location: 104a Reynard St, Coburg 3058

Role structure: Committee meetings are held once a month on the third Tuesday from 5.30pm – 7pm.

Collective Agreement and Conditions of Employment: RSNH is a signatory to the Neighbourhood Houses and Adult Community Education Centres Agreement 2016.

Organisation Overview

Reynard Street Neighbourhood House was established in 1988. The organisation operates autonomously as an Incorporated Non-profit Association and is governed by a Committee of Management (CoM). RSNH is a respectful, inclusive and welcoming local 'hub' space empowering growth, sharing, learning, fun and togetherness. In partnership with other organisations, we create local opportunities and encourage initiatives which enhance resilience, connectedness and well-being for people in our community.

RSNH provides a wide range of services both at the neighbourhood house and, at times, elsewhere in the neighbourhood. These include (but are not limited to) programs or projects in: adult community education, personal health (e.g. Pilates), participation through volunteering, social inclusion, job readiness, support for pre-school children and their families (especially through community and agency playgroups), music and song, community art, foreign languages, local sustainability, community resilience and skill sharing, self-help, advocacy and social activity to reduce isolation.

Context for this Position

The Chairperson has a strategic role to play in representing the vision and purpose of the organisation. The Chairperson ensures that the management committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.



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The CoM provides RSNH with community “governance”, which includes developing strategic plans, policies, permanent staff appointment, monitoring finances and overseeing delivery of legal and contractual obligations. The CoM acts as the voice of our membership in line with the aims and objectives detailed in our Constitution. The Committee is required to meet a minimum of six times per year, but currently meets monthly on a Tuesday evening between 5.30pm and 7pm.

Time Commitment: The role of Chair requires an estimated commitment of 5 hours/month

Key Responsibilities

- To plan and run meetings in accordance to the governing document
- Moderating CoM meetings to ensure that they are constructive, efficient and respectful;
- To bring impartiality and objectivity to meetings and decision-making.
- Managing the CoM recruitment and induction processes
- To communicate, both internally and externally, the culture and philosophy of the organisation;
- Promoting the development of a positive CoM culture;
- Maintaining a good working relationship with the House Manager);
- Helping to devise and implement a CoM succession plan; and
- Reviewing the performance of board members
- Developing, reviewing and ensuring the implementation of RSNH’s policies and procedures
- Supporting the Manager in the recruitment, direction and supervision of staff where appropriate
- Other duties as and when they arise

Desired Skills/Requirements:

1. Good leadership skills.
2. Good communication and interpersonal skills.
3. Impartiality, fairness and the ability to respect confidences.
4. Ability to ensure decisions are taken and followed-up.
5. Good time-keeping.
6. Tact and diplomacy.
7. Understanding of the roles/responsibilities of a management committee.
8. Experience of organisational and people management.
9. Knowledge of Neighbourhood Houses or Non-profit organisations
10. Attendance at Committee of Management meetings and at events of the organisation



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Additional requirements

- Working with Children check
- National Police Check

To apply

Please send your resume with your application to manager@rsnh.org.au