



Reynard Street
Neighbourhood House

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Committee of Management Member

Position Description

Employer: Reynard Street Neighbourhood House Incorporated (RSNH)

Location: 104a Reynard St Coburg 3058

Vacant roles:

- 3 x member roles
- General member and officer roles

Role time commitment:

- Committee meetings are held every six weeks on a Tuesday from 5.30pm – 7pm. Quarterly meetings are in person, all other meetings are online.
- All Committee members are expected to nominate to a sub-committee. They include:
Finance & Risk Sub-Committee, People Sub-Committee, Governance Sub-Committee

Collective Agreement and Conditions of Employment: RSNH is a signatory to the Neighbourhood Houses and Adult Community Education Centres Agreement 2024.

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



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The Committee of Management 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 has moved to meeting every six weeks on a Tuesday evening between 5.30pm and 7pm.

Organisational Relationships

Direct reports: Executive Officer

Key Responsibilities

- Developing, managing and evaluation of the strategic planning process
- Developing, reviewing and ensuring the implementation of RSNH’s policies and procedures
- Financial accountability including the development and effective management of the annual budget
- Supporting the Manager in the recruitment, direction and supervision of staff where appropriate
- Developing on-going fundraising strategies
- Other duties as and when they arise.

Desired Skills/Attributes:

Experience in one of the following:

- Management
- Governance/Strategic planning
- Marketing/Promotions
- Finances
- Fundraising
- Administration and Operations

Additional requirements

- Working with Children check
- National Police Check

Required Attachments to Accompany a Volunteering Request

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