



CCF Committee of Management

Position Description

Thank you for your interest in supporting the Collingwood Children's Farm (the Farm). As a volunteer-run Committee of Management, we rely on the skills and time of our members to deliver our Vision.

The Farm's Vision is:

To improve the lives of those facing adversity in our community, particularly children, by providing inclusive services and support to help build independence and quality of life on an urban community farm.

Established in 1979 the Collingwood Children's Farm is a not-for-profit community resource providing country experiences for city people.

Committee of Management

The Farm's Committee of Management (CoM) provides strategic direction and oversees its management on a voluntary basis. The Committee is looking to grow the diversity and strength of its team and seeks candidates who are passionate about the Farm and its future. All appointments are voluntary and are set as a two year term.

In particular, we are looking for individuals with expertise in the following areas:

- Fundraising / Philanthropy
- Events / Community Engagement
- Marketing / Strategic communications
- Project Management
- Human Resources
- Legal expertise
- Building/Engineering/Planning/Design
- Urban agriculture, Regenerative and Sustainable Farming practices.

And of course, a strong passion for community and excellent interpersonal skills!

Further information, including past Annual Reports, is available on the website (in the Governance section). Please also feel free to contact the Farm Manager, Conor Hickey, should you have any questions about the Farm and she can also put you in touch with the Committee President should you have any questions about the role.

Our Reason for Being

Nestled on the banks of the Birrarung, the Farm provides community engagement, education and nature connection with green space and animals. The Farm supports social inclusion through a range of programs on a working community farm.

Our Aims

- To develop self-esteem, self-worth and connectedness, particularly of children and those experiencing adversity.
- To facilitate participation of children and their families in broader community life and a connection to nature.
- To provide educational opportunities around urban agriculture for students and community as well as pathways to further employment.

CoM Requirements

Composition

Each Committee of Management member must be a member of the Farm. It is preferred that the Committee Members are active members of the CCF community and regular visitors to the farm. Each member is appointed for a two year term (with a maximum of four consecutive terms). There are a total of 12 places, including 4 office bearers (President, Vice-President, Treasurer and Secretary) and 8 ordinary members; one of whom is a City of Yarra councillor nominated to this position by the City of Yarra. The Farm Manager attends all meetings.

Key Functions

All CoM members are expected to:

- Hold a current Farm membership
- Promote the Farm's Vision
- Actively participate in setting strategy for the Farm
- Review and engage with monthly finance and Farm Manager reports
- Review and engage with other projects, policies or decisions presented during meetings
- Provide expertise and guidance to the Farm Manager when required
- Demonstrate due diligence with all matters discussed at meetings
- Where required, support the Farm Manager with special events, reviewing grant applications, meeting with key stakeholders and other activities
- Ensure the Farm complies with its Constitution and all relevant legislation

Time demands (approximate)

Meetings are on the fourth Wednesday of the month (day subject to change), at Number 18 building from 7-9pm. A light supper is provided. CoM are expected to attend at least 80% of all meetings. CoM members are expected to have read papers *before* each meeting and engaged in any discussion so that meetings are timely and focused. Currently, CoM are meeting online.

There are two Strategic Planning Days per year. These are generally on a Saturday in November and May, from 9am – 2pm. These are held at the Farm with lunch provided.

All CoM members additionally join working groups as needed, to progress work outside of Committee meetings. These groups meet on an as-needed basis, typically online.

Committee Members are also expected to participate in Farm life by:

- Volunteering at the annual Winter Solstice Celebration.
- Visiting the farm at least seasonally to get a feel for the projects and life at the Farm.

In all, a CoM member is expected to dedicate around 6-8 hours per month.

How to nominate to join the CoM

Please note, your membership must be current at the time of nominating.

All nominations to join the CoM are due to the Returning Officer 14 days before the AGM (14 October 2020). Email to sue.zhang@collingwoodfarm.org.au

When nominating to join the CoM you will be asked to:

- be a current member of the Farm;
- indicate whether you are nominating for an Office Bearer position, a General Member position (or both, in the event that you are not elected as an Office Bearer);

- complete a short statement of why you would like to join, and what skills, passions and community connection you bring (200 words). This will be shared with all attendees at the AGM; and
- attend the AGM and give a 2 minute informal presentation on why you would like to join the Committee (and detail why you want to hold an Office Bearer position if applicable).

Members will then vote at the AGM. Proxy votes will need to be received in advance.

If successful, an *Induction Handbook* will be sent to you, you will be able to review the *Directions for the Collingwood Children's Farm 2020-2025* and you will be provided with a Farm email address and access to the Google Drive where all board papers are available preceding each meeting.



CCF Committee of Management

Nomination Form 2020/21

Name:.....

Address:.....

Phone:..... Email:.....

Are you a current member (please circle) Yes / No

Please indicate which position you are nominating for:

PRESIDENT Yes / No

VICE PRESIDENT Yes / No

TREASURER Yes / No

SECRETARY Yes / No

GENERAL Yes / No

(Please note, if you are not elected as an Office Bearer and you still wish to be on the CoM, please tick both General and your nominated Office Bearer Role).

Please attach a short statement outlining why you would like to join/nominate for an Office Bearer position, and what skills, passions and community connection you bring.

NB: *This will be shared with all attendees at the AGM, (approx 200 words).*

In the event of my admission/election to the CoM, I agree to be bound by the current rules of the Farm and by the Constitution.

Signed:.....Date:.....

Please return form to: sue.zhang@collingwoodfarm.org.au by 14th October at 12 noon.

Enquiries: Conor Hickey - conor@farm.org.au

POSITION STATEMENT: COMMITTEE OF MANAGEMENT PRESIDENT

Governance	Provide leadership to the organisation
	Ensure [in partnership with the CoM] that the Farm's Strategic Directions are being followed
	Work with the General Manager to ensure [in partnership with the CoM] that the Farm develops in the appropriate direction
	Work with the GM to ensure [in partnership with the CoM] that the organisation operates in an ethically, environmentally, and socially responsible fashion
Planning	Oversee [in partnership with the CoM] the production of a Strategic Plan for the Farm
	Ensure [in partnership with the CoM] the regular review and development of the Strategic Plan
Meetings	Ensure that appropriate standing agenda items are in place
	With the Secretary and the GM, prepare and distribute the agenda in advance of the meeting
	Chair CoM meetings according to the Constitution
	Rule on issues of meetings procedure not covered in the Constitution
	Report to the Annual General Meeting on the situation of the Farm
	Chair General Meetings according to the Constitution
Administrative & Management	Chair any meetings of the Office Bearers / Executive Committee
	Serve on CoM working groups as required
	Liaise with CoM committee members and the GM and report to the CoM where appropriate
	Assign [in partnership with the CoM] administrative duties to CoM members and volunteers
	Personally carry out administrative duties as assigned
	Ensure that appropriate recruitment policies and procedures are in place for the GM and other staff
	Oversee the recruitment of the GM
	Ensure that appropriate personnel policies and procedures are in place for the GM and other staff
	Oversee the annual performance review of the GM
	Oversee the succession of the GM
	Manage the business of the CoM
	Oversee the management of the recruitment, induction, and training of CoM members [in partnership with the CoM]
	Oversee the management [in partnership with the CoM] of the assessment, review and renewal of the CoM

	Oversee the management of the Farm's grievance procedures
	Ensure the harmony of CoM deliberations
	Manage [in partnership with the CoM] the succession of the position of President
	Serve as liaison with the GM and, through them, to the staff
	In consultation with the GM, report to the CoM on staff management issues
	In consultation with the GM, draw up a GM succession policy
Media	Under the organisation's Media Policy serve as spokesperson for the organisation as appropriate
Promotion	Promote the Farm in the community as opportunities arise
Negotiation	Work with the GM in negotiation with other organisations; report to the CoM
Legal	Ensure that the performance of all legal requirements is fully met and documented
Finance	With the Treasurer, oversee the GM to ensure that the organisation's financial control procedures are adequate and that risk management strategies are in place
Other duties	As for Committee of Management members

POSITION STATEMENT: COMMITTEE OF MANAGEMENT SECRETARY

Governance	Ensure the preparation and adoption of appropriate CoM policies
Planning	Ensure that an appropriate Constitution is in place
Meetings	With the GM organise the venue for CoM meetings
	With the Chair and the GM, prepare, distribute the agenda in advance of each CoM meeting
	Oversee the distribution of meeting papers before the meeting
	Take minutes at each CoM meeting and circulate to CoM members
	Take minutes at each General Meeting and circulate to members of the Farm
Administrative & Management	Serve on the Executive Committee/ Office Bearers meetings
	Serve on CoM committees as required
	Oversee the maintenance of a register of members
	Oversee the procedures for the admission of new members
	Oversee the procedures for the resignation of members
	Oversee the procedures for the discipline, suspension and expulsion of members
	Oversee the organisation of General Meetings
	Receive nominations for positions on the Committee of Management
	Ensure all books, documents and securities are secure at the Farm, and make them available to members as requested
	Liaise with relevant regulators (Consumer Affairs Victoria/Australian Charities and Not-for-Profits Commission)
	Personally carry out administrative duties as assigned by the President
Promotion	Promote the Farm in the community as opportunities arise
Negotiation	Serve [as nominated by the CoM] in negotiation with other organisations
Other duties	As for CoM members

POSITION STATEMENT: COMMITTEE OF MANAGEMENT TREASURER

TREASURER	Defined Duties
Governance	Ensure the CoM maintains the degree of financial literacy necessary to conduct the business of the Farm
	Advise the CoM on matters of finance
	Advise the CoM on fundraising
	Oversee the production of appropriate fully documented financial policies and procedures
Planning	With the GM, oversee [in partnership with the CoM] the production of a Business Plan for the organisation
	With the GM, oversee [in partnership with the CoM] the regular review and development of the Business Plan
Meetings	Report to the CoM at each meeting on the financial situation of the organisation
	Report to the CoM at each meeting on variances from the approved budget
	With the Secretary, place any necessary financial items on the CoM agenda in advance of the meeting
	Report to the Annual General Meeting on the financial situation of the Farm
Administrative & Management	Serve on any additional Executive Committee / Office Bearers meetings
	Oversee the Finance & Audit working groups
	Serve on CoM committees as required
	Liaise with CoM committee chairs on financial issues and report to the CoM where appropriate
	Oversee the Farm's bookkeeping and Business Management
	With the President, oversee the GM in ensuring that the Farm's financial records are adequate, protected, backed up, and accessible.
	Oversee the Farm's banking
	Oversee the maintenance of the Farm's asset register
Finance	Oversee the GM to ensure that the Farm's financial control procedures are adequate and that appropriate safeguards against fraud are in place
	Oversee the GM to ensure that risk management strategies (including appropriate insurances) are in place
	Oversee the collection and reception of all money due to the Farm and the making of all payments authorised by the Farm

	With the GM, oversee the Farm's investment strategy and report to the CoM
	Oversee the preparation of the Budget for the coming year
	Oversee the review of income and expenditure against the budget on a continuous basis
Legal	With the GM, ensure the Farm's compliance with all applicable tax arrangements
Other duties	As for CoM members