



Position Description

General Board Member

"Do not forget to show hospitality to strangers, for by so doing some people have shown hospitality to angels without knowing it"
Hebrews 13:2

1. POSITION TITLE

General Board Member

2. PERSONNEL

2 team members

3. TIME COMMITMENT (EST.)

3 hours per week February to November (inclusive)

4. SCOPE

BWNS Board

5. SUPERVISION

BWNS Board

6. REQUIREMENTS

BWNS membership

7. PROCESS

- Invitations
 - from the board, or
 - in response to advertising
- Review of applications by the board
- Interview of prospective applicants by the board
- Unsuccessful applicants notified by the board
- Successful applicants notified by the board
- Successful applicant and the board sign volunteer role description
- Successful applicant receives copy of signed role description.

8. OUTCOMES

- Board and members are satisfied with the
 - the communication during and/or in between meetings
 - governance and operational policies and procedures
 - support provided both resource and relational
- Operational liaisons are satisfied with the
 - consultation experience regarding board decisions that affect their area
 - operational policies and procedures
 - support provided both resource and relational



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9. PROVISIONS

Board will authorise resourcing this role (eg training, equipment and support), as required and in response to consideration of requests.

10. RESPONSIBILITIES

Uphold the constitution, policies, procedures, mission and values of BWNS in:

- attending the AGM and other meetings
- participating in an annual review of the program, policies and procedures each September/October
- other responsibilities arising from the needs of the board and/or operational requirements.

11. QUALIFICATIONS/EXPERIENCE

- Basic IT skills
- Experienced in strategic and collaborative planning
- Knowledge of governance and administrative principles

12. BACKGROUND CHECKS

- Police check
- Referees 2 (one from church member)

13. BENEFITS

- Supporting people as they volunteer and give back to the community
- Providing hospitality and dignity to the homeless
- Promoting positive values and service

14. VALUES & BEHAVIOURS

- Godly – our attitudes and actions are inspired by Jesus
- Polite - we value others by listening and responding with respect
- Reliable – we are first dependable ourselves, so we may help others also be responsible
- Trustworthy - we are honest, ethical and fair
- Reconciling – we seek to resolve and forgive hurts
- Accountable – we stand against wrongful behaviour

15. NEXT STEPS

Email chair@bwns.org.au if you would like clarification of any of the information above. Visit our website (bwns.org.au) to apply.