



# ALGWA VIC Subcommittees

## Expression of interest in being a Subcommittee Member

### 1. Background

The Australian Local Government Women's Association Victoria (ALGWA Vic) as the peak body for women in local government is the strong collective voice for local democracy. It is the pre-eminent leader in a community of dynamic and passionate women in Local Government.

We are committed to our intent of advancing leadership to enhance democracy for all Australians. Our membership, events and promotions, enable women at all levels to stay informed, connected and inspired.

We are excited to lead change and create a strong, collective voice for our communities by the bringing together of extraordinary women from across the state.

### 2. Organisational Overview and Purpose

- We are a non-profit, non-party political membership association managed by women elected from its membership to an Executive Committee who perform the required roles in a voluntary capacity. The Executive Committee comprises of nine current elected Councillors and former Councillors who are representative of Victorian regional, rural and urban areas.
- The day-to-day administration of ALGWA Vic is the responsibility of the Executive Officer in conjunction with the President and Executive Committee. ALGWA Vic maintains an online presence including a website, social media channels including Facebook and Twitter and regular newsletters via Mailchimp. Information managed by ALGWA Vic consists of membership and contacts databases, researched advocacy and policy positions and history relating to women in local government.

### 3. The Value of subcommittee membership

- ALGWA Vic recognises the value of subcommittee membership to achieving its purpose. By involving subcommittees in its operations ALGWA Vic is not only engaging more women in the world of local government and encouraging more women to stand for, and work in local government, it is providing you with the opportunity to have impact in policy development, advocacy and much more.
- Consistent with its purpose and values, ALGWA Vic will provide access to knowledge and information about local government in a non-party political way as part of subcommittee opportunities.



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### 4. Roles and Responsibilities

To assist ALGWA Vic achieve its goals, opportunities (beyond the Executive Committee roles) exist for people who are interested in local democracy to put their skills to good use in supporting the organisation in the following Subcommittees which provide advice to the Executive Committee:

- Finance & Risk
  - is the working group responsible for oversight of the financial management of all activities of ALGWA Vic and has responsibility for oversight of the risk management policy and practices
- Advocacy & Governance
  - new committee
  - is the working group responsible for the provision of strategic oversight for advocacy, including submissions on issues of importance for women and reviewing policy
- Events & Networking
  - is the working group responsible for the organisation of our calendar of events and forums - online and face to face - including the annual conference
- Bursary
  - the working group responsible for the organisation of the Bursary award including judging
- Media & Communications
  - the working group responsible for creating media releases as required
  - input into social media plan - Facebook, Instagram and twitter

Each subcommittee is chaired by a member of the Executive Committee.

We want our subcommittee members to enjoy their role and realise benefits for personal and professional development. A Terms of Reference for each subcommittee will be provided to ensure that you are fully aware of the expectations and requirements .

Subcommittee members will be expected to sign the ALGWA Vic Code of Conduct. Please note there is a grievance procedure and resolution process to deal confidentially and impartially with any differences or misunderstandings that could lead to disagreement, dispute or complaint.

We reserve the right to co-opt committee members with relevant skills for a specific project or program.

## 5. Recruitment

Subcommittee positions will be advertised and filled by way of interest, skills and experience. Potential subcommittee members are asked to complete this Expression of Interest to the Executive Committee.

## 6. How often are subcommittees expected to meet?

- Subcommittee meetings would be a minimum of quarterly.
- It is flexible depending on the needs and circumstances.

## 7. Term of Tenure

- 12 months then you can reapply

## 8. Selection Criteria

- You align with the principles of ALGWA Vic
- You have knowledge and /or interest in the local government sector
- You have the skills relevant to the subcommittee you are applying for
- You are a current ALGWA Vic member



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## SUBCOMMITTEE MEMBER EXPRESSION OF INTEREST

Instructions to fill in form:

Download PDF to edit. Click 'Tools' tab in top navigation. Scroll down to 'Annotate', then 'Add text'. Use this to type in text box, and move around to fit underneath the PDF questions. OR print PDF, fill in form, then scan and email to Executive Officer, Cr Michelle Kleinert, at [admin@algwa.com.au](mailto:admin@algwa.com.au).

If you would like to apply to be part of an ALGWA Vic subcommittee, please complete the following information and send your completed form to **Executive Officer, Cr Michelle Kleinert** [admin@algwa.com.au](mailto:admin@algwa.com.au) by 22 October 2021

**NAME:**

**MUNICIPALITY(if applicable):**

**ROLE(if applicable):**

**TELEPHONE:**

**EMAIL:**

**ARE YOU AN ALGWA VIC MEMBER?**

**Which subcommittee are you applying for:**

- Finance & Risk
- Advocacy & Governance
- Events & Networking
- Bursary
- Media & Communications



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**1. Please outline your experience of local government .**

**2. What are your relevant knowledge & skills for the subcommittee you are applying for?**

**3. Anything else you would like to tell us about yourself.**

Thankyou for your intererst in ALGWA Vic.