

Thank you for your interest in becoming a general member of the Zig Zag Young Women's Resource Centre's Management Committee (MC)! We generally seek expressions of interest prior to our AGM (usually held in November) and when casual vacancies arise through the year. To help you get a sense of what is involved in the role, we have answered some of the questions you might have. If you would like further information about what we do and how we do it, please contact Zig Zag's Manager, Stephanie Anne, on 3843 1823 or [manager@zigzag.org.au](mailto:manager@zigzag.org.au).

### **What are the qualities I need to be considered for membership of the MC?**

- A strong commitment to feminist principles and feminist service delivery.
- A passion for supporting young women's services.
- A willingness to actively engage in overseeing the work of Zig Zag and making decisions in Zig Zag's interest using a feminist, collaborative approach.

### **How does the MC work?**

- The MC is made up of several general members and four executive members, all of whom are legally responsible for governance and oversight of the organisation.
- The executive members – Chair, Vice Chair, Treasurer, and Secretary – have additional responsibilities.

### **What does the MC do?**

- We attend general monthly meetings, where we review operational and financial reports; discuss any business arising; and make decisions on issues that need our attention. Additional meetings occasionally require the attendance of some MC members.
- We review documents before and between meetings.
- We make decisions between meetings where necessary.
- We attend important Zig Zag events where possible.
- We assist with recruitment processes.
- We support the Manager in her responsibilities and conduct her annual performance review.
- We provide support to Zig Zag staff as required.

### **How does the MC make decisions?**

- We fully discuss each matter and ensure everyone has an opportunity to share their perspective or raise any concerns or questions they have.
- Decisions are made by consensus, which means that after fully discussing the issue we come to an agreement that all MC members agree with.

### **What will I be expected to do if I am appointed to the MC?**

- Read organisational and financial reports, and any additional documents for discussion, prior to each monthly meeting. This generally takes one or two hours.
- Review and provide feedback on policies, procedures, and other guiding documents throughout the year. The time commitment for this is variable.
- Attend monthly meetings – approximately two hours.
- At meetings, take an active role in discussions; raise issues or concerns; and engage in consensus-based decision-making process relating to governance, human resources, or other relevant matters.
- Maintain the confidentiality of material related to Zig Zag and its staff, including confidential matters raised in MC communications.

### **If I am interested in joining the MC, what should I do next?**

Submit the two-page Expression of Interest (EOI) form (attached) to [manager@zigzag.org.au](mailto:manager@zigzag.org.au). The EOI form will guide you through providing information about your interest in joining our MC, any specific areas of knowledge or experience you bring (e.g., work with young women; issues of homelessness or gender-based violence; knowledge of other relevant issues; community sector work; professional legal or financial knowledge; etc.), and an affirmation your ability to commit the time required to fulfil the expectations of MC members.

Once we receive your EOI, the Manager will be in touch to discuss your interest further. The MC reviews all applications for membership, including EOIs and resumes, and appoints new members through a consensus decision. All MC members are required to be financial members of Zig Zag and it is a genuine constitutional requirement that MC members identify as female. New members attend an induction session with the Manager; provide information to Zig Zag to meet record-keeping requirements for MC members; and read a range of policies and other guiding documents relevant to the governance of Zig Zag and the role of the MC. Support for new members is provided by the Manager and MC.