



Information Pack 2027

Becoming a Management Committee Member

Thank you for your interest in joining the Management Committee (MC) of Zig Zag. This pack tells you about the role, who can join and what to expect at each step. Please read it carefully, then decide whether this opportunity suits you.

If you have questions or would like this pack in another format, please contact Stephanie CEO at stephanie@zigzag.org.au.

At a glance

- This is a **volunteer, unpaid** governance role.
- It is open to **women, trans and gender diverse people aged 18 and over** only (Constitution rule 12.2).
- Plan on about **three to four hours a month**, which covers a monthly meeting and reading beforehand.
- All MC members must be **members of Zig Zag** and able to hold a **Queensland blue card**.
- You **don't need management committee or board experience**. We provide an induction and support for your first year.

About Zig Zag

Zig Zag is a housing and sexual violence support service for young women, trans and gender diverse young people aged 12 to 25 in the wider Brisbane region including counselling, support, advocacy, supported accommodation, mobile outreach support, and group work. Our practice is grounded in intersectional feminism and justice. We centre young people as experts in their own lives, honour Aboriginal and Torres Strait Islander ways of knowing, doing and being, and celebrate culture and identity. We work collaboratively, reflect critically on power, and care for one another in our work together.

What is the Management Committee?

Zig Zag is an incorporated association under the Associations Incorporation Act 1981 (Qld) and a registered charity with the Australian Charities and Not-for-profits Commission (ACNC). The Management Committee is our governing body.

- **The MC provides governance.** It sets Zig Zag's strategic direction, oversees finances, risk and legal compliance, and supports and supervises the CEO. The Chairperson is the CEO's direct supervisor.
- **The CEO leads operations.** They oversee the operational direction and day to day management of the service. MC members do not work with young people as part of this role.
- New members join as **general members**. Over time, you can nominate for an executive position: Chairperson, Vice Chairperson, Treasurer or Secretary. These roles carry extra responsibilities.
- The MC **are committed to collaborative decision making**. We discuss matters fully and make sure everyone has the chance to contribute, ask questions and raise concerns.

Is this role right for you?

Please take a moment to check whether this opportunity is a good fit before you get in touch.

This role could be a good fit if you:

- are a woman, trans or gender diverse person aged 18 or over.
- share Zig Zag's commitment to intersectional feminist principles and social justice. You can read more about Zig Zag's organisational practice framework values here: <https://zigzag.org.au/about/>.
- are happy to volunteer your time without payment.
- can attend most monthly meetings and read the papers beforehand.
- enjoy working with others and making collaborative decisions.
- can keep sensitive information about Zig Zag confidential.
- are willing to become a member of Zig Zag.
- hold, or are able to get, a Queensland blue card.

This role may not be the right fit if you:

- are looking for paid work, because this role is a volunteer one.
- want to work directly with young people, because the MC's role is governance, not service delivery.
- can't commit to regular meetings over the next couple of years.

What do MC members do?

- Attend monthly MC meetings and take an active part in discussion and decision-making. This means sharing ideas, asking questions and raising concerns.
- Read operational, financial and compliance reports, and other papers, before each meeting.
- Review and give feedback on policies, processes and options for decisions, as needed.
- Make decisions between meetings when needed, usually by email.
- Support the CEO in their role, including through the CEO's annual evaluation.
- Contribute to a subcommittee or special project that matches your interests and strengths, if you have capacity.

How much time is involved?

Monthly meeting	About two hours, held monthly alternating between in person at Windsor and online.
Reading	Reflection time varies between about one to two hours a month to read reports and papers before meetings.
Other	Occasional decisions between meetings, plus subcommittee or project work. The time this takes varies. Our current subcommittees are Policy and Procedures, Human Resource, Premises, and Governance and Risk. MC members also join staff for strategic planning, and the MC holds its own annual operational planning.
Annual General Meeting	Once a year. The next AGM is being held on Tuesday 24 November 2026 .
Attendance	We expect members to attend at least 75% of MC meetings each year (rule 16.2). If you can't attend a meeting, just let us know. A member who misses four or more meetings in a row without an apology or contact may be removed from the MC (rule 13.6).
Length of term	All MC members step down at each AGM and can nominate again (rule 12.3). We prefer that members stay for at least two years. The maximum is ten years (rule 12.4).

Your legal responsibilities

Every MC member, not only executive members, shares legal responsibility for the governance of Zig Zag. Under the ACNC Governance Standards, MC members are “responsible persons”. In practice, this means you need to:

- act honestly and in good faith, in Zig Zag’s best interests and for its purposes
- act with reasonable care and diligence, including reading papers and asking questions
- declare any conflict of interest and not vote on matters where you have one (rule 16.11)
- make sure Zig Zag’s finances are managed responsibly
- keep Zig Zag’s confidential information confidential and not misuse your position
- take reasonable steps to make sure Zig Zag complies with the law (rule 15.5)

This might sound like a lot. You don’t need to be an expert, and your induction will take you through these responsibilities.

Who we are looking for in 2027

We want a Management Committee with a broad mix of skills, knowledge and lived experience that reflects the young people and communities we work with. In 2027, we are especially keen to hear from:

- **People with finance experience**, such as accounting, financial management or financial oversight, particularly for not-for-profit organisations.
- **People who have accessed similar supports**, who share experiences similar to those of the young people who access support at Zig Zag, or whose life experiences offer nuanced insight into the experiences of marginalised young people. You never need to share your personal story to join the MC.
- **People who bring diverse perspectives**, including Aboriginal and Torres Strait Islander people; people from culturally and racially marginalised backgrounds; people with disability; LGBTIQ+ people; and younger women, trans and gender diverse people aged 18–25.

You don’t need to tick every box. If you share our values and are ready to learn, we would like to hear from you.

What you’ll receive

- Induction training with the CEO and leadership team, including an annual financial induction with our Chief Financial Officer.
- Access to our MC Induction Kit, which includes the annual report, policies, our Constitution, our organisational practice values statements and governance resources.
- Support from experienced MC members, who will support and mentor you.
- Comprehensive information about your role, including our Constitution and key policies.
- Experience of governance grounded in intersectional feminist management practice and collaborative decision-making.
- The chance to contribute to an organisation making a real difference for young people in our community.

Who can join

Under Zig Zag’s Constitution:

- **Only women or gender diverse persons** can be elected or appointed to the Management Committee (rule 12.2).
- **MC members must be members of Zig Zag** (rules 12.1 and 14.1). To join the MC, you need **ordinary membership**, which is open to people aged 18 and over (rule 4.2). Associate members, who are aged 12–17, can’t hold a position on the MC.
- **You must be able to hold a Queensland blue card** (Working with Children Check). This is because Zig Zag supports young people. Blue cards are free for volunteers, and we can talk you through applying.

- **You must not be disqualified** from being on a management committee under section 61A of the Associations Incorporation Act 1981 (Qld).
- **Ordinary members are financial members.** This means they pay an annual membership fee: \$15 for individuals, or \$5 at the concession rate. No one should miss out on membership because of financial hardship. Fees are due each year on 1 July.

How the process works

Here is what happens from your first contact with us through to joining the MC.

1. **Read this pack.** If you have any questions, contact Stephanie (CEO) at stephanie@zigzag.org.au.
2. **Tell us about you.** If the role feels like a good fit, fill in our short **Tell Us About You Form**. You can also send us an email or call us if you'd rather tell us over the phone. This isn't a job application and it won't be scored. It just helps us get to know you before we talk. Including a resume is optional.
3. **We'll confirm we've received it.** We will let you know once we've received it.
4. **Have a chat with an MC member.** A member of the Management Committee will contact you to arrange a time to talk about the opportunity by phone. The conversation is two-way and usually takes about 30 minutes. It's a chance for you to ask questions, for us to get to know you and find out if Zig Zag is a good fit for you.
5. **Apply to become a member of Zig Zag.** If you'd like to go ahead after our chat, fill in the **Membership Application Form** and pay the annual fee. The Constitution says each application must be proposed and seconded by two existing members. If you don't know any members, that's fine. The MC can consider your application without a proposer and seconder. If you're already a member of Zig Zag, you can skip this step.
6. **The MC considers your membership application.** The Secretary will write to you with the decision.
7. **Get nominated for the Management Committee.** There are two ways to join the MC:
 - At the **Annual General Meeting (AGM)**: to nominate for a position on the Management Committee you must first complete a **Management Committee Nomination Form**, sign it, and have two members of Zig Zag sign it as your proposer and seconder, and it must reach the Secretary **at least 14 days before the AGM by Tuesday 10 November 2026**. We can help you find a proposer and seconder. The MC does not choose between candidates. Zig Zag's members will elect Management Committee members at the AGM, and if there are more nominations than places, there is a ballot (vote).
 - If a **casual vacancy** comes up during the year, the MC can appoint a suitable member of Zig Zag to fill it until the next AGM.
8. **Welcome!** New MC members complete induction training. You'll also provide a short biography and a copy of your blue card, and sign our Code of Conduct, Confidentiality Agreement, and Management Committee Insurance Declaration.

Key dates for the 2026 AGM

To be considered for election at this year's AGM, please follow these dates. All membership applications and nominations need to be finalised two weeks before the AGM.

Friday 23 October 2026	Send us your Tell Us About You Form or get in touch by email or phone.
Monday 26 – Friday 30 October	Chats with MC members.

Monday 2 November 2026	Send in your Membership Application Form (and fee) and your Management Committee Nomination Form . If you're already a member, just send your Management Committee Nomination Form .
Tuesday 10 November 2026	Membership decisions are finalised. Nominations close and must be with the Secretary (rule 12.5).
By Tuesday 17 November 2026	The list of candidates is displayed for members (rule 12.5).
Tuesday 24 November 2026	Annual General Meeting. Members vote on the new Management Committee.

If you get in touch after these dates, we would still love to hear from you. We can talk about joining Zig Zag as a member and about future opportunities, including casual vacancies that may arise during the year.

About membership decisions

The MC considers every membership application individually. Under rule 7.4 of our Constitution, the MC may decide not to accept an application on the grounds set out in rule 8.2. These grounds also apply to existing members. They cover a person who:

- does not comply with the Constitution
- has membership fees unpaid for two months or more
- behaves in a way considered harmful or damaging to Zig Zag's character and interests
- behaves in a way that the MC, acting reasonably, considers inconsistent with Zig Zag's mission, objects, practice values, or philosophy.

If your application is not accepted, the Secretary will write to you. You can appeal within one month by writing to the Secretary (rule 9.1). The MC may offer mediation, or a general meeting of members will decide the appeal (rule 9.2). If you don't appeal, or your appeal is unsuccessful, your membership fee will be refunded (rule 9.3).

Becoming a member of Zig Zag does not guarantee a place on the Management Committee. MC positions are decided by Zig Zag's members at the AGM, or by the MC when it fills a casual vacancy.

Accessibility and support

We want this process to be accessible to everyone. Please let us know at any stage if you would like:

- this information in another format, such as large print or a plain-text version
- to talk with us instead of filling in a written form
- a support person with you during our chat
- any adjustments so you can take part in meetings

You don't need to explain why you are asking.

Your privacy

We will only use the information you share with us to talk with you about joining the Management Committee. It will be seen only by the MC members involved in recruitment and the CEO. You can ask us to delete your information at any time. If you become a member, your name will be recorded on Zig Zag's register of members. For safety or security reasons, you can ask for your other personal details to be withheld from the register (rule 10.3).

Contact us: Stephanie CEO at stephanie@zigzag.org.au.

Thank you for considering joining us. We look forward to hearing from you!