



Nimbin Neighbourhood and Information Centre

Joining our Management Committee FAQs

Are you considering joining the NNIC Management Committee (MC) and wondering what is involved?

If so, thank you so much for your interest and we hope the following answers to Frequently Asked Questions are helpful.

If you have more questions, please do not hesitate to contact our Chairperson, Tash Fuller on tashannafuller3@gmail.com

Frequently Asked Questions

Q: What skills or experience are required?

A: Experience in the not for profit sector and especially the welfare sector is beneficial, but is not a requirement. Admin and organisational skills and experience in governance are also very helpful but not essential.

A willingness to learn is enough. Existing MC members can assist you along the way.

Q: What else are you looking for?

A: Most importantly, an understanding of and commitment to the Vision and Values of NNIC (see our Strategic Plan, attached).

Q: How much of my time will it take up?

A: The minimum commitment of MC members is a 2.5hr long meeting, usually held on the last Wednesday of each month, at 5.30pm at NNIC. It is preferable that members attend in person online attendance via Zoom is also possible and sometimes necessary.

Prior to each meeting there are various reports and documents sent out to peruse in preparation for the meeting.

Beyond that you can get involved as little or as much as you choose to. For example, assisting at NNIC events, helping with information stalls, fundraising etc.

Q: Does the MC have to run NNIC?

A: No. The MC has a governance role only and oversees general compliances and strategic planning etc.

The overall responsibility of managing operations is delegated to the staff, primarily the Manager. The Manager also manages the staff, the budgets and does the majority of document drafting and research for the MC.

The MC, in particular the Chairperson, is responsible for ensuring the Manager is performing their role according to their job description and to a proficient standard.

This means that by joining the NNIC MC you are not taking on the day to day operations of NNIC, unlike organisations such as the Bowlo, CWA, A&I Society where the MC members also do a large proportion of the operations.

Q: I hear that NNIC's Secretary is looking to step down after many years. What does that role involve?

A: The Secretary's main roles are to process and maintain the membership records, and ensure the AGM (or any SGM) is called according to process each year. Memberships are taken at the front desk of NNIC and forms and receipts passed onto the Secretary who tables them at MC meetings and enters them into the membership data base once approved.

The Manager takes the minutes of MC meetings and maintains the MC files. The Secretary is welcome to take on these tasks but it is not a requirement of the role.

Q: How onerous is the role of the NNIC Treasurer?

A: NNIC employs a bookkeeper who, together with the Manager, deals with all the financial transactions of the organisation and maintains the financial records to a high standard.

The Treasurer's role is to regularly check that all is in order by perusing Bank Reconciliations and Payroll records and financial reports, and advising the MC of any issues arising, etc.

The Treasurer is not required to undertake any financial transactions, handle any funds, or deal with invoices, bills etc.

An ability to understand reports such as Profit and Loss and Cash Flow reports, and Balance Sheets is highly advantageous – but this too can be learned.

Q: Is there anything else I should know?

A: Yes. NNIC is a Child Safe organisation and is also committed to Cultural Safety. MC Members are required to undergo Work With Children and Police checks.

Strategic Plan 2024-2029



Our Vision

A thriving community which is strong, sustainable, connected and safe.



Our Commitment

To empower people and community to build individual and collective resilience and wellbeing.



Team Culture



Our Values

Community Focused

Our work is based on the needs and aspirations of our community.

Integrity

We act ethically and transparently, and follow through with the commitments we make.

Empowerment

We support the community and people to be in charge of their own futures.

Inclusivity

We embrace diversity, celebrate difference and learn from others. Everyone is treated with respect and dignity.

Compassionate

We actively understand and empathise with the experiences and challenges of others, without judgement or assumptions.

Collaborative

We work with our community, stakeholders and each other for better outcomes.



Strategic Focus Areas

Build capacity in people (especially children, young people and families) and community by providing effective support, services, activities and advocacy which reflect the priorities and changing needs of the community and stakeholders.

Build capacity in people and community through collaborative leadership and mentoring.

Earn trust through authentic and culturally-intelligent relationships with First Nations' people and organisations.

Nurture positive change by informing policy and planning and proactively sharing our experiences and knowledge.

Ensure sustainable, transparent and accountable practices through strong governance, leadership, a healthy participatory culture, consultation and partnerships.



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