



**BOARD MEMBER**

**EXPRESSION OF INTEREST-**

**INFORMATION PACKAGE**



**CALM**  
Child • Youth • Family

  
**CARE ACTIVITIES**  
Before & After School Care

# Background and intent...

In 2016 Community Activities Lake Macquarie Incorporated restructured and registered two separate business identities. The Board is responsible for governance of both CALM Inc and Care Activities Inc.

This document provides an outline of the process and requirements for submitting an Expression of Interest for Board membership of CALM and Care Activities Incorporated.



@Saretta Fielding Art

We acknowledge the traditional custodians of this land., where they have performed age-old ceremonies of storytelling, music, dance and celebration for generations.

We acknowledge and pay our respects to Elders past and present and acknowledge those of the future, for they hold the memories, traditions and hopes of Aboriginal Australians.



# Who are we?

**CALM Inc-** CALM is a value driven, for purpose organisation. Established in October 1987 as 'Westlakes Activity Van', we have continued to grow and evolve, yet never losing sight of children, young people, and families in Lake Macquarie. We provide purposeful programs and collaborative services such as Child Youth and Family Case Management, Parenting Programs, Youth Sector Development and School Wellbeing contracts.

CALM is a small team of ten with an annual income of 1M and we are grateful for funding from NSW Government- Department of Communities & Justice, Department of Education and Ministry of Health for much of the work we do.

**More information about CALM can be found at [www.calm.org.au](http://www.calm.org.au)**

**Care Activities Inc.** - Established in 2016 Care Activities operates Before School Care, After School Care and Vacation Care for children aged 5-12years. Care Activities has a commitment to provide high quality, accountable and professional Before and After School Care services with 15 staff and annual income of 1.2M. We currently operate at Cardiff, North Cardiff, Morisset, and Salt Ash and are an Approved Provider eligible to provide Child Care Subsidy. All our services meet National Quality Standards. The NQS sets a high national benchmark for early childhood education and care and outside school hours care services in Australia.

Our Vision- To be the OOSH provider of choice for schools and parents.

Our Mission- We have a commitment to provide the delivery of high quality, accountable and professional support, and services.

Our Values- Respect, Child Safety, Professionalism

**More information about Care Activities can be found at <https://careactivities.org.au/>**

# CALM Inc- 2020-2024



# Who should apply?

If you are committed to the good governance of for purpose organisations that are truly values driven, you are encouraged to apply. Specific characteristics which will see you excel in this role include:

- Not for Profit Board/ Leadership experience in decision making.
- A parent of children
- A young person (18-24years)
- Change Management in the context of changing external environment factors including economic, social, and political changes.
- Big Picture thinking with a strategic and solutions focus.
- Acting with discretion
- Financial literacy
- Demonstrate honest, open, and transparent communications in the best interest of the organisations.
- Passionate about children, families, and young people in our local community.

# Who is our Board?

Our Board & their roles-

- 1.Chair- Garry Collins
- 2.Deputy Chair- Vacant
- 3.Secretary- Terry Hardman
- 4.Treasurer- Gemma Morgan
- 5.Risk and Compliance- Luke Hughes
- 6.Human Resources- Gwenda Brownell
- 7.Marketing and media- Vacant
- 8.Parent/ Young Person- Vacant



# What are the responsibilities?

Responsibilities of the Board include:

- Meeting the requirements specified in the CALM Constitution and Associations Incorporation Act 1987.
- Meeting the requirements specified in the Care Activities Constitution and Associations Incorporation Act 1987.
- Ensure both organisations are viable business entities.
- Understands governance functions- demonstrates a clear understanding of key governance functions including fiscal responsibilities and legal frameworks.
- Ensures effective systems are in place for the measurement and evaluation of accountabilities, performance, and risk management in meeting all requirements of funding agreements.
- Align with strategic direction- demonstrates the ability to understand, interpret and assess strategic recommendations to make an informed decision.
- Maintain Board membership with a commitment to succession planning.
- Ensure the policies and procedures as set down in the CALM Policy and Procedures Manual are followed.
- If available, be a member of and/or chair sub-committees/task groups and support CEO as requested.
- The employment of CEO



Alesco Senior College  
Charlestown Youth & Community Centre (The Place)  
CALM Inc (Community Activities Lake Macquarie)

# What are the expectations & requirements?

- Prior to appointment all Board members must provide the following as required by Child Care Subsidy and Child Protection Legislation
  - Directors ID.
  - Working with Children Check
  - National Police Check
  - Background and Bankruptcy check
- Attend all scheduled Board meetings (3rd Wed bimonthly at 5.30-7pm).
- Complete pre reading of Board Reports and prepare contributions to discussion.
- Commit to a typical tenure of 3 years. You may reapply for a different role at the end of your tenure. Annual General Meetings are held each October
- We are committed to child safety. Board members can be expelled if you are in breach of Child Care Subsidy and Child Protection Legislation.

# How do I apply to become a Board Member?

Reach out to either our Board Chair, Garry or CEO, Sheena for a confidential conversation.

- Garry Collins- Chair 0409046726  
gjcollins@bigpond.com
- Sheena Harvey- Chief Executive Officer 49503888 or  
sheenah@calm.org.au



# More questions?

Please do not hesitate to reach out to answer questions or come along to one of our Meetings.