

<b>ROLE:</b>	Governance Coordinator
<b>REPORTS TO:</b>	Chief Executive Officer (CEO)
<b>PARALLEL SUPPORTS:</b>	Board Members, Operational Committee
<b>KEY STAKEHOLDERS:</b>	External Providers: Regulatory bodies, governance advisors, and external auditors (if applicable) Internal Providers: VESPIIA members and Operational Committee teams.
<b>STATUS:</b>	Volunteer Position

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## ORGANISATION OVERVIEW

The Veterans, Emergency Services & Police Industry Institute Australia (VESPIIA) is a for-impact organisation built to support the supporters, acting as a peak body for the organisations, staff and volunteers working to deliver support and programs to Veterans, Emergency Services, Police and their families.

VESPIIA achieves this through providing advocacy and lobbying on behalf of the sector, professional development and networking events, resources and other support, to ensure our members can deliver the best possible support to the community.

## ROLE OVERVIEW

The Volunteer Governance Coordinator will support VESPIIA's commitment to organisational integrity and compliance by overseeing internal governance processes and ensuring adherence to the institute's governing documents. This role involves maintaining policies, monitoring compliance, and promoting best practices in governance to uphold transparency and accountability across the organisation.

## KEY RESPONSIBILITIES

1. Governance and Compliance
  - Ensure that VESPIIA's internal policies, procedures, and governing documents are up-to-date, accessible, and adhered to by the Board and Operational Committee.
  - Monitor compliance with relevant laws, regulations, and best practice standards applicable to VESPIIA's operations.
  - Identify areas for improvement in governance processes and recommend updates or new practices as needed.
2. Policy Maintenance and Development
  - Oversee the development, review, and implementation of internal policies to align with organisational objectives and regulatory requirements.
  - Ensure policies are communicated effectively to relevant stakeholders.
  - Maintain a schedule for regular policy reviews and updates.
3. Board and Committee Support
  - Support the Board and Operational Committee by providing guidance on governance best practices.
  - Ensure meeting minutes, decisions, and actions are documented accurately and in alignment with VESPIIA's governance standards.
  - Assist with preparing governance reports and documentation for internal and external stakeholders.
4. Training and Awareness

- Facilitate training for Board members and volunteers to ensure understanding of governance obligations and roles.
  - Promote a culture of accountability and transparency within the organisation.
5. Administrative Support
- Maintain records related to governance, such as meeting minutes, policies, and compliance documentation.
  - Track key governance deadlines, such as annual reviews, filings, or external reporting requirements.
  - Prepare governance-related updates for inclusion in reports to the Board and members.

## **KEY SKILLS AND COMPETENCIES**

- **Governance Knowledge:** Understanding of governance frameworks, compliance standards, and regulatory requirements.
- **Policy Development:** Strong skills in drafting, reviewing, and implementing organisational policies.
- **Attention to Detail:** Meticulous approach to documentation, record-keeping, and compliance monitoring.
- **Communication Skills:** Clear and professional written and verbal communication.
- **Organisational Skills:** Ability to manage multiple tasks and ensure deadlines are met.
- **Team Collaboration:** Willingness to work closely with Board members, volunteers, and external advisors.
- **Ethical Leadership:** Commitment to promoting accountability, transparency, and best practices.

## **QUALIFICATIONS AND EXPERIENCE**

- Prior experience in governance, policy development, or compliance roles is beneficial but not required.
- Familiarity with not-for-profit governance frameworks is an advantage.
- Enthusiasm for contributing to a volunteer-driven organisation.

## **COMMITMENT AND EXPECTATIONS**

- **Approximate time commitment:** 3-5 hours per week, flexible based on availability and deadlines.
- Attend monthly Operational Committee meetings (virtual or in-person as required).
- Maintain regular communication with committee leads to report progress.

## **SUPPORT PROVIDED**

1. Orientation to VESPIIA's mission, goals, and governance processes.
2. Access to templates, resources, and team support for governance tasks.
3. Opportunities for professional growth and networking within the governance sector.