

**MANNINGHAM COMMUNITY REPRESENTATIVE – LIBRARY BOARD**

**EXPRESSION OF INTEREST INFORMATION PACK**

**For the position of: Community Representative - Manningham**

**Volunteer**

**Expressions of interest to be submitted by 5pm 10 February 2025**

Thank you for your enquiry regarding participation on the Board of the Whitehorse Manningham Regional Library Corporation. In the following pages you will find information on role and how to submit your Expression of Interest.

**How to submit your Expression of Interest (EOI):**

Your EOI should include the following:

* a cover letter, confirming your eligibility to participate as a Manningham Community Representative
* an outline of the skills you would bring to the Library Board

Ineligible applicants will not be considered.

Expressions of interest must be in either PDF or word format.

Your EOI should be addressed to the Chief Executive Officer, Sally Both, and must be submitted by email. The direct email address is: applicants@wml.vic.gov.au

As part of the recruitment process preferred candidates will be required to consent to a national criminal record check and Working With Children Check.

The information you provide is collected for the purpose of prospective voluntary employment with

Whitehorse Manningham Regional Library Corporation. In accordance with the Privacy and Data

Protection Act 2014 you may have access to this information and may do so by contacting Corporation’s Information Privacy Officer on 9896 4333. The information provided by you will be kept until no longer required. Any referees provided must be notified and advised by you of the

possibility that they may be contacted by Whitehorse Manningham Regional Library Corporation for a reference check.

# ADVERTISEMENT

**Love Libraries?**

**We are looking for a passionate individual to join the Board of the Whitehorse Manningham Regional Library Corporation as the Manningham Community Representative**

Would you like to help shape the future of our library service?

We are now seeking Expressions of Interest for the position of Manningham Community Representative on the Board of the Whitehorse Manningham Regional Library Corporation.

The Board meets quarterly and sets the strategic direction for the library corporation. As a voluntary member of the Board you can make a real difference through sharing your library experience, skills and ideas with others that share a common interest in Library Services.

The Community Representative needs to be a resident or ratepayer of the Manningham City Council or be enrolled to vote at elections held by the council, and be a member or join the Whitehorse Manningham Libraries.

If you have a genuine interest and commitment to the enhancement of public library services in our local community, please contact us to have a chat about how you could contribute.

For further information about the position contact Sally Both on 9896 4333 or email sally.both@wml.vic.gov.au.

Applications close **5pm 10 February 2025**

Visit [www.wml.vic.gov.au](http://www.wml.vic.gov.au/) for information about the library service



**THE BOARD OF WHITEHORSE MANNINGHAM REGIONAL LIBRARY CORPORATION**

**Whitehorse Community Representative FAQs**

We are currently seeking Expressions of Interest for the position of Manningham Community Representative on the Board of the Whitehorse Manningham Regional Library Corporation (the Board).

**What is the role of the Board?**

Whitehorse and Manningham Councils provide library services to their communities under a shared service agreement. The Whitehorse Manningham Regional Library Corporation delivers the library services for the two councils.

The Board’s role is to oversee the governance and strategic direction of the Whitehorse Manningham Regional Library Corporation.

**Who are the members of the Board?**

The Board has a total of 8 members. Each Council is represented on the Board by two councillors, one council officer and one community member.

**What is the role of the community representative on the Board?**

As a community representative you will bring a library user perspective to Board discussions.

**Who can be a community representative on the Board and how are they appointed?** To be appointed as the Manningham Community Representative you must be a member and regular user of our library. You must also either be a resident or ratepayer of Manningham City Council or be enrolled to vote at elections held by this council.

Community Representatives are appointed by the Board following an expression of interest and interview process. Appointments are for a 2-year term with a possible further 2-year extension. All appointments are subject to a National Police Check and Working With Children Check.

**How often does the Library Board meet?**

There are five formal meetings of the Board each year. Board members are expected to attend all meetings in-person.

You can expect to attend a small number of additional meetings or workshops each year. You will also receive invitations to attend special library events.

**Where and when are the Board meetings held?**

Board meetings are usually held in-person at Box Hill Library or the Manningham Civic Centre. Board meetings are normally held on a Wednesday from 4pm – 5.30pm. You must be available to attend Board meetings in-person.

**How much time would I need to devote to being part of the Board?**

Meetings are normally between 1 ½ to 2 hours in length, you would be expected to attend all meetings in-person. Board papers are emailed the week prior to the meeting, you are expected to have read the agenda reports before the meeting.

**What sort of things does the Board talk about?**

Agenda items will include the Library Corporation’s annual budget and financial reports, strategic planning and reports on library performance measures.

**What special skills would I need to be part of the Board?**

As a community representative you should have passion for the important role that your library plays in our community. You should have a genuine interest in helping shape the future of our library service.

You will have strong communication skills and the ability to contribute respectfully to discussions. You will have an awareness of the role of contemporary public library services and the broader local government and public sector context. You will have the ability to contribute to the development of strategic vision and planning of the library.

**Are Community Representatives paid?**

Members of this Board are not paid for meeting attendance. The Community Representative is a volunteer role.

**How do I apply or find out more information?**

If you would like more information about the role please contact Sally Both on 9896 4333 or sally.both@wml.vic.gov.au

Expressions of Interest should be emailed to applicants@wml.vic.gov.au by 5pm 10 February 2025. Your application should include confirmation that you are eligible to be a Manningham Community Representative and outline the skills you would bring to the Library Board.

Further information how to apply go to [https://www.wml.vic.gov.au/About/JobsVolunteering/Jobs](https://www.wml.vic.gov.au/About/Jobs-Volunteering/Jobs)