Committee of Management Information Pack and Selection Criteria – November 2026 for AGM

About the NTWWC

The NTWWC is a community based non-profit organisation with a mission to support women in the workplace. With offices in Darwin and Alice Springs, the Centre provides free and confidential advice to women about work-related matters. This can include discrimination, pay and working conditions, unfair dismissal, superannuation, sexual harassment, bullying, work health and safety and any other work-related matters.
We also provide policy and law reform advice to government and other agencies and offer Work Aware training packages to help create and maintain strong, healthy and high performing work environments.

Our staff are trained and experienced industrial relations specialists and workplace issues affecting women and are guided by feminist values to support and empower all women.
The NT Working Women's Centre is an inclusive organisation that advocates for all women including those with disability, gender diverse, of Aboriginal and Torres Strait Islander or from a culturally and linguistically diverse background.

Vision of NTWWC:

Gender equality, fairness, and respect for all women in the Northern Territory.

Strategic Goals of NTWWC:

- Easily accessible service whose profile is well known in the Northern Territory
- Training and community education to all women and businesses to support prevention and early intervention.
- Strong and sustainable organisation
- Provide evidence-based practices to clients as well as be a lead Advocate in our field.

For more information about NTWWC please see our latest annual report at www.ntwwc.com.au.

About the Committee of Management

The Committee of Management (COM) is the legal authority for the NTWWC, which is an incorporated association governed by the NT Associations Act 2012 and the Australian Charities and Not for profits Commission (ACNC).

Phone (08) 8981 0655 Freecall 1800 817 055
Darwin GPO Box 403 Darwin, NT, 0801 Alice Springs PO Box 664, Alice Springs, NT, 0870
Email admin@ntwwc.com.au Website www.ntwwc.com.au

The Centre is governed by a volunteer Committee of Management (COM), and we are currently seeking three new COM members to help guide and govern the organisation through an exciting period of growth.

The purpose of the COM is to ensure compliance and oversee performance and risk management processes. The COM ensures that NTWWC complies with all legal requirements, including the NTWWC Constitution, the Associations Act, employment and WHS legislation and financial obligations. The COM assists NTWWC to perform to its best potential by developing a strategic plan and organisational policies. The COM also identifies and manages risks to the organisation and establishes/operates sub committees from time to time to assist with this and other work. The COM whilst it supports the NTWWC Director, it has no operational involvement in NTWWC's business activities and service delivery. While COM maintain ultimate responsibility, COM has delegated authority for the day-to-day operations of NTWWC to the Director.

Roles and Responsibilities of COM

The COM ensures that the NTWWC complies with all legal requirements, including the NTWWC constitution, the Associations Act, employment laws, work health and safety laws and financial obligations. The COM assists the NTWWC to perform to its best potential, by developing and implementing a vision, a strategic plan and policies. The COM identifies risks and their causes and manages them appropriately.

The COM has no operational involvement in the conduct of organisation's business activities and delivery of services. Whilst maintaining ultimate responsibility, the COM has delegated authority for the day-to-day activities of the organisation to the Director and supports the Director in their role.

The roles and responsibilities of the COM are to:

- Provide effective leadership by upholding the organisation's values, vision, and strategies in a strategic plan
- develop and maintain an organisation structure to support the achievement of agreed strategic objectives.
- Monitor the performance of the Director.
- Approve the annual budget proposed by the Treasurer and monitor monthly expenditure.
- Monitor the achievement of the strategic plan and annual budget outcomes.
- Establish such sub-committees, policies and procedures as will facilitate the more effective discharge of the organisation
- Ensure that all significant systems and procedures are in place for the organisation to run effectively, efficiently, and meet all legal and contractual requirements
- Ensure that all significant risks are adequately considered and accounted for

- Ensure that the NTWWC has appropriate corporate governance structures in place including standards of ethical behaviour and promoting a culture of corporate and social responsibility.

What qualifications and skills do COM members need?

See selection criteria below.

Term of Office

COM members hold office for 2 years unless vacated earlier and can re-nominate after 2 years.

How often does the COM meet?

The COM meets for two hours once every two months, (or monthly as required) on the third Monday of the month at 5.00pm at the NTWWC Darwin office and/or via Zoom. Sub-committees meet monthly or bi-monthly for 1- 1 1/2 hours.

How to apply/COM application process

It is a requirement that a COM member is a member of the association (NTWWC). If you are not yet a member of NTWWC, please follow steps 1 & 2 below, otherwise existing members please follow step 2.

1. Become a member ($10) - https://www.ntwwc.com.au/become-a-member (by Friday 13 November 2026).
2. Send the following documents through to Chairperson Khami Aughterson (admin@ntwwc.com.au) by **Friday 20 November 2026:**
    a) Your CV
    b) The COM nomination form (see below - leave blank the section requesting your application be seconded by a current NTWWC member).
    c) A covering letter addressing the selection criteria (see below).
    d) Where a number of COM vacancies exist, please specify which position you are nominating for in your covering letter.

Selection Criteria

Essential:

1. **Commitment:** to the work, goals and objects of NTWWC, to women's workplace rights and gender equity.

2. **Availability:** of approximately 6 hours per month (includes meeting preparation and attendance at bi-monthly meetings (sometimes monthly), sub-committee meetings and AGM, as well as participation in email discussions between meetings) as required.
3. **Responsibility:** being prepared and actively engaged; (i.e). reading COM papers, responding to emails and other communications, asking questions, expressing opinions, making informed decisions, and participating in discussion and debate.
4. **Reliability:** follow through on all tasks, responding to emails in a timely manner and RSVPing for and attending meetings.
5. **Respect:** for privacy, confidentiality and diverse views/experiences and backgrounds.
6. **Independence:** acting in the best interests of the NTWWC without regard to personal gain which includes to a third party. Being aware of, reporting and abstaining from any conflicts of interest.
7. **Accountability:** always act in an ethical, professional and impartial way in the best interest of the organisation, ensuring legal compliance, its positive reputation and sustainability.
8. **Connection:** involvement in or membership of particular groups or communities.

Desirable:

9. **Skills:** Knowledge and skills in one or more areas of Board governance: financial management, risk management, policy, community advocacy, marketing and fundraising, media, communication/public relations or the not-for-profit sector.
10. **Experience:** on other Boards or Management Committees.

Note: Applications will be considered, and nominations put forward for our AGM on Monday 23rd November 2026.

Phone (08) 8981 0655 Freecall 1800 817 055
Darwin GPO Box 403 Darwin, NT, 0801 Alice Springs PO Box 664, Alice Springs, NT, 0870
Email admin@ntwwc.com.au Website www.ntwwc.com.au

NT WORKING WOMEN'S CENTRE

COMMITTEE OF MANAGEMENT (COM) NOMINATION FORM 2026

I,…….. being a financial member of the NT Working Women's Centre Incorporated hereby nominate to be a member of the Committee of Management

Please state what position/s nominating for or as an ordinary member:

Signature of Applicant	**Date / /**

(Applications for COM membership must be seconded by a current NTWWC member)

Seconded by	**Name**	**Signature**	**Date / /**

I am affiliated with (please tick/highlight):

- **An Aboriginal and/or Torres Strait Islander organisation**
- **A Culturally and Linguistically Diverse organisation**
- **A women's community organisation**
- **Unions NT**

Home Address			
Postal Address			
Phone Contacts	**Home**	**Mobile**	**Work**
Email			

For those nominations not made at an AGM: (office use only)

Tabled at COM Meeting	**Date / /**
Accepted	**Declined**

Phone (08) 8981 0655 Freecall 1800 817 055
Darwin GPO Box 403 Darwin, NT, 0801 Alice Springs PO Box 664, Alice Springs, NT, 0870
Email admin@ntwwc.com.au Website www.ntwwc.com.au