



Peninsula
Community
Legal Centre

Prospectus Management Committee Member

OPPORTUNITY	Management Committee Member (Volunteer)
STRUCTURE	Incorporated Association
DIVISION	Governance
LOCATION	Frankston
APPROVED BY	Management Committee

AN INVITATION TO LEAD WITH PURPOSE

Peninsula Community Legal Centre is seeking committed, values-led people to join its volunteer Management Committee and help guide an organisation that advances justice, fairness and dignity across the communities it serves.

As a Management Committee member, you will contribute strategic insight, independent judgement and collective stewardship to ensure PCLC remains purpose-led, financially sustainable, legally compliant and responsive to changing community need.

WHY JOIN PCLC?

Joining PCLC's Management Committee is an opportunity to use your skills, experience and judgement to support practical access to justice for people and communities who need it most.

- Contribute to a respected community legal centre with a strong local presence and a clear social justice purpose.
- Help shape strategic decisions that strengthen legal services, systemic advocacy and community impact.
- Work alongside values-led Committee members, staff and partners who are committed to fairness, dignity and human rights.
- Apply your governance, professional or lived experience in a meaningful volunteer leadership role.
- Support an organisation responding to complex legal and social issues across diverse communities.

HOW YOU WILL CONTRIBUTE

1. Provide strategic leadership and oversight that supports PCLC's purpose, values, constitution and community impact.
2. Prepare for and actively participate in meetings, contributing constructively to informed discussion, sound decision-making and collective accountability.
3. Bring curiosity, independence and good judgement to discussions about strategy, risk, performance, policy and organisational sustainability.
4. Stay informed about PCLC's services, strategic priorities, operating environment and governance obligations.
5. Contribute to sub-committees, working groups or targeted projects where your skills and experience can add value.
6. Oversee financial performance, organisational sustainability, compliance and statutory obligations.
7. Set and monitor strategic priorities that align with funding requirements, community need and PCLC's purpose.
8. Support effective governance of the CEO relationship, including recruitment, supervision, performance review and accountability.
9. Oversee PCLC's governance and control framework, including policies, procedures, financial controls, incident reporting and performance monitoring.
10. Monitor organisational risk and support the implementation of risk management strategies.
11. Support succession planning, Committee effectiveness and a positive governance culture.

TIME COMMITMENT AND MEETING RHYTHM

The Management Committee meets monthly, generally on the second Tuesday of the month.

Executive and sub-committees meet, depending on committee priorities and member involvement.

Members are expected to attend meetings, read papers in advance and contribute to agreed priorities between meetings where required.

The expected commitment is up to three hours per month, including preparation, meeting attendance, strategic advice and contribution to committee work.

WHO WE ARE LOOKING FOR

- People who bring relevant qualifications, governance training and/or equivalent professional or lived experience in areas such as community services, law, governance, management, finance, human resources, risk, advocacy or social policy.
- People who are committed to social justice, human rights, access to justice and PCLC's vision, values and community purpose.
- People with experience in governance, leadership or oversight within a not-for-profit, community, legal, public purpose or values-based organisation.
- People who listen well, ask thoughtful questions, communicate clearly and contribute respectfully to collective decision-making.

- People who understand contemporary governance obligations, including risk, compliance, financial oversight, privacy, safeguarding and organisational accountability.
- People who can think strategically, exercise independent judgement and work collaboratively as part of a collective governance body.
- People who demonstrate integrity, respect, cultural awareness and strong interpersonal capability.

ELIGIBILITY AND GOVERNANCE EXPECTATIONS

- Be a current financial and fully paid member of PCLC, or eligible to be a member
- Disclose, manage and avoid conflicts of interest so they do not influence PCLC's services, activities, decisions or reputation.
- Handle personal, sensitive and confidential information responsibly and in accordance with privacy legislation and PCLC's information and records management procedures.
- Support compliance with PCLC policies, procedures, systems and work practices, particularly in relation to people, risk, safety, quality and client service.
- Act with professionalism, integrity and respect when performing duties for, or representing, PCLC, in accordance with the PCLC Management Committee Code of Ethics and Conduct.

This is an opportunity to contribute to a respected community legal centre with a strong commitment to access to justice, practical legal support, systemic advocacy and community impact.

ABOUT PCLC

Peninsula Community Legal Centre (PCLC) is a community legal centre serving communities across six local government areas in south-east Melbourne: Cardinia, Casey, Frankston, Glen Eira, Kingston and Mornington Peninsula. PCLC headquarters are in Frankston and has branch offices in Bentleigh, Cranbourne and Rosebud.

PCLC supports people across the Southeastern and Western Port region to understand and use the law to protect and advance their rights. It provides general legal advice and casework, specialist family law, tenancy, infringements and family violence services, and contributes to community legal education, systemic advocacy and law reform.

PURPOSE, VALUES AND IMPACT

Purpose

We deliver social justice for our vulnerable community members, so they can live a better quality of life.

Values

- | | | |
|----------------------|-------------------------|--------------------|
| • Compassion | • Social Justice | • Integrity |
| • Empowerment | • Engagement | |

Vision

A fair and just society where all people have equal access to the law

Mission

To work with community to deliver tailored legal services that support vulnerable and disadvantaged community members to address their legal needs, through working towards fairer outcomes, to advocate for fair and just laws and through working with our community to deliver preventative legal education.

Pillars

1. Proactive justice and community capability

We build community capability by strengthening prevention, early legal education and strategic partnerships, helping people identify and respond to legal issues before they escalate.

2. High Quality, connected legal practice

We deliver high-quality, holistic legal practice through trust, coordination and strong referral pathways, ensuring clients receive specialist legal help that connects with their broader support needs.

3. A resilient and sustainable organisation

We enable exceptional practice and lasting impact by building a resilient organisation with streamlined systems, a supported workforce, and values-led decision-making about how and where we operate and invest our resources.

4. Insight-driven systems change

We will leverage our frontline evidence to influence laws and systems, ensuring that individual client experiences drive meaningful systemic reform.

HOW TO EXPRESS INTEREST

If you are interested in contributing to PCLC's governance and community impact, we invite you to submit a brief expression of interest outlining your motivation, relevant experience and the contribution you would like to make as a Management Committee member.

- Include a short cover note or expression of interest.
- Attach a current CV or brief professional profile.
- Describe any governance, professional, community or lived experience relevant to PCLC's purpose and work.
- Send your expression of interest to: jgalloway@pclc.org.au
- Expressions of interest close: 27 July 2026