



Mooroopna Education & Activity Centre

23 Alexandra Street
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Mooroopna Vic 3629

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Board Members are Vital at MEAC!

The Mooroopna Education and Activity Centre (MEAC) is operated by a volunteer Board of Management and is staffed by a part-time Manager, administration officer, bookkeeper, as well as childcare educators, sessional tutors, and volunteers.

MEAC is a Neighbourhood House where people of all abilities, backgrounds and ages can come together to connect with the community through activities, social support, information and referral. The centre operates out of the Mooroopna Hub complex which includes the Mooroopna Library, Maternal & Child Health and Alexandra Street Kindergarten. There are also a range of other services and programs provided to the local community.

In addition to the services at the Hub, MEAC auspices the Men's Shed at 25 Alexandra Street.

MEAC has a strong focus on community development and has played a significant role in being a conduit between local organisations and groups to maximise the full potential of partnerships in our community.

MEAC prides itself in offering welcoming premises and is centrally positioned to respond to the needs of the local community and capitalise on opportunities to work with our community toward a vibrant future.



SOME OF THE PROGRAMS/SERVICES ON OFFER AT MEAC:

- The **Group Meals** program has been operating for over 26 years at Treacy Street as a MEAC program, it relocated to the Hub after parking and access issues made it too difficult to continue in those premises. The transition was very successful due to a lot of hard work by volunteers and staff. The program provides 2 course meals for seniors on Mondays.
- The **Tuesday Community Meals** program is open to everyone and provides a light lunch of two courses. This program is supported by Staff, volunteers and occasionally sponsored by different organisations.
- The **MEAC Art Group** meets weekly and MEAC also features a mini art gallery where artists, local schools and community art groups display new and interesting art works on a rotation basis. The art gallery is a significant part of our Neighbourhood/Community House and is supported by a very talented curator in Deb Lynch
- We offer an eclectic array of activities including meditation, Tai chi, strength training, yoga dancing, cooking, photography, painting, craft, volunteering, reading, singing, Socialising and so much more.
- Our **seniors exercise program** offers health and exercise programs for seniors with a range of classes offered each day including strength training, tai chi and yoga and more.
- MEAC offers **a range of courses, learning opportunities** and information sessions in health and wellbeing, hospitality, first aid, computers, photography and more.
- MEAC is a **popular meeting venue for many community and support groups** and offer a welcoming space for meetings and gatherings or to simply pop in and have a cuppa or catch up after classes.
- The Very Special Kids office, Brotherhood of St Laurence and Primary Care Connect are located at MEAC.
- MEAC partners with Rights Information and Advocacy Centre (RIAC) to provide weekly support.
- MEAC provide social activities for people with a range of abilities and is a responsible supplier of NDIS activities
- MEAC provide Arts and crafts opportunities -MEAC Crafty Readers Group, Crafternoon and MEAC sewing group
- MEAC partners with other organisations to provide Drug and Alcohol support, Gambling support and Health and wellbeing
- MEAC also provide educational and learning opportunities. MEAC runs **computer programs** and one on one **technology training**.
- We can also provide JP services and Trauma Counselling **on request**.
- MEAC is a resource for the community and can help and support where necessary.

**We would like you to join our Board of Management
please contact the manager, Jan Phillips or call in to the centre at:
23 Alexandra Street, Mooroopna 3629
Phone 58251774**

ROLE OF BOARD OF MANAGEMENT MEMBERS

- To be aware of your responsibilities as a Board Member and take them seriously (legal, financial, planning, evaluation, staff selection).
- To be aware of your importance as a member of the team which operates the centre with the support of the paid staff and other volunteers.
- To attend Board of Management (BOM) meetings regularly (approx. 1.5 hours per month). Currently the BOM meets on the last Tuesday of the month at 5.00pm but this time and date is flexible in accordance with needs of current members. Also make yourself available for the occasional virtual meetings, such as zoom, Microsoft teams and messenger etc when required.
- To be involved in and informed about decisions at meetings (whether able to attend or not).
- To become involved tasks as needed, as an individual or as a sub-committee member.
- To support office bearers to carry out their role.
- To keep the group in touch with community needs.
- To learn about the activities and programs being run by the centre.
- To keep in touch with staff and volunteers and provide back-up, supervision and personal contact if needed.
- To attend and contribute to planning and information sessions (e.g. Governance or financial training) as agreed by the BOM.
- To attend functions when required to represent the BOM.
- To always act in the best interests of the BOM and MEAC
- To be open and frank and discuss and evaluate issues and ideas rather than individuals.
- To listen to other peoples' ideas and views.
- Keep general members informed where possible and involve others whenever possible.
- Act as an ambassador for the group.
- Report to the BOM meeting on any tasks that have been assigned to you.

Thank you for taking the time to read this document and for considering becoming a Board Member of this vital Community Centre/Neighbourhood House.