

Position Description:

Constitution Review

Assignment number:	PAU011389
Partner organisation name:	Meals on Wheels Bundaberg
Partner organisation location:	Bundaberg, QLD
Key dates:	November 2026 – February 2027: with possibility of extension (please note Volunteers are not expected to work over the December/January holiday period)
Time commitment:	Approx. 5 hours per week.
Assignment mode/location:	Online

Purpose of the Role:

Meals on Wheels Bundaberg and District provides nutritious meals, welfare checks and social connection to older people across the Bundaberg region, supporting more than 1,000 clients each year. As demand for services continues to grow and the organisation expands its operations, it requires a governance framework that reflects its current size, complexity and future needs.

The purpose of this volunteer role is to review the organisation's Constitution, which was last updated in 2016 and provide recommendations to ensure it remains fit for purpose, compliant and capable of supporting future growth. Working with the Board and key stakeholders, the volunteer will assess the current Constitution, identify improvement opportunities, and develop practical recommendations to strengthen governance and organisational effectiveness

Selection Criteria:

- Non-profit governance, constitutional and regulatory compliance, stakeholder engagement, and clear written communication skills.
- Experience in constitution review, ideally with charities or with knowledge around the complexities of ACNC.
- Ability to work in a changing environment and have flexibility around the needs of a busy small business.
- Strong stakeholder engagement and facilitation skills.
- Desirable:
 - experience working with community organisations, charities, boards, or incorporated associations.

We recognise that great volunteers bring a range of experiences and perspectives. If this opportunity interests you, but you don't meet every requirement, we encourage you to apply or reach out.

Prerequisites for undertaking volunteering assignments:

- To register with ABV (if not already registered):
 - ✓ At least 5 years relevant professional experience
 - ✓ You must be an Australian citizen or Australian permanent resident residing in Australia.
 - ✓ Willingness to complete Australian police check and Working With Children Check
 - ✓ Willingness to be interviewed and have references checked
- Once you have passed registration phase:
 - ✓ Willingness to interview for the role with ABV program staff
 - ✓ Acceptable Australian police check and Working with Children Check before commencement
 - ✓ Sign the ABV Letter of Agreement (Code of Conduct, etc)
 - ✓ Medical check (external and ABV), compliance with all travel, entry and in-country requirements (where required).
 - ✓ You are expected to abide by any COVID regulations of the destination country or the partner organisation with whom you may work. These regulations will be made known to you.

How to Apply:

Please refer to this page on the ABV website for role closing dates: [ABV Open Assignments](#)

Please submit your expression of Interest to volunteers@abv.org.au confirming the following:

- The Role name and Assignment Number
- Confirmation that you are a registered volunteer with ABV **or** are willing to go through ABV's screening process to become a registered volunteer.
- **If you are a Registered Volunteer** - send a short paragraph outlining your relevant experience against each selection criteria.
- **If you are not a Registered Volunteer** – send your CV with a short paragraph outlining your relevant experience against each selection criteria.
- If there are any special considerations, we would need to make for you.

What will happen next?

- ABV will review all applications as they are received.
- Shortlisted candidates will be sent a Terms of Reference (ToR) document (Assignment Description).
- Candidates will be advised whether they are shortlisted for interview.

ABV is an equal opportunity employer and Aboriginal & Torres Strait Islander peoples, people from culturally & linguistically diverse (CALD) backgrounds are encouraged to apply for this position.