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# Volunteer Position Description – Board Secretary

The Inner North Community Foundation seeks a person with a strong commitment to Melbourne’s Inner North to fill an important volunteer role.

## Background

We are an independent community foundation based in Melbourne’s Inner North. We manage community philanthropic dollars to provide funds for projects that create prosperous, connected, and cohesive communities in Melbourne’s Inner North.

To fulfill on this vision the Foundation:

* invests in local not for profit organisations through grants and other support;
* connects donors to local community groups by managing a donor network for people to contribute by way of small and large donations; and
* builds partnerships to expand community leadership across the region.

Since inception in 2017, the Inner North Community Foundation has distributed grants of over $6.4 million to over 300 local community organisations.

Volunteers with the Inner North Community Foundation connect to a breadth of activity that makes our place great. People bring their skills and understanding of our local community, and we are better off from their contributions of skills, experience and networks.

## Board Secretary

The Foundation is governed by a volunteer group of Directors who ensure that the Foundation is able to pursue its purposes successfully and ensure it is compliant with its constitution and relevant law.

The board is responsible for and has the authority to determine all matters relating to the policies, practices, administration and operations of the Foundation. This includes ensuring good corporate governance, determining and approving strategies and providing guidance and oversight to management. Coordination of activities of the Board is an important function.

We are seeking a dedicated and organized volunteer who can work with us to ensure that the operations of the governance function are efficient.

This role would suit someone who can demonstrate:

* Ability to provide administration support to a group of executive, including experience providing committee and board minutes (recording, distilling, sharing for input)
* Ability to plan and support an annual calendar of board and committee activity
* Experience in record keeping
* An understanding of and connection to Melbourne’s inner north is critical

**Key Responsibilities**

* Working with the Executive Officer to provide logistics and administration support for Board activity, including meetings, committees, and planning
* Updating relevant authorities and ensuring the Foundation is compliant with ACNC, ASIC and Consumer Affairs Victoria obligations
* Record keeping and filling, including minute taking and updating responsible people details including banks.

This role is ongoing. The time commitment required will generally be around a half day per week and approximately two full days per event.

The Inner North Foundation supports flexible and work from home arrangements, wherever possible.

Applications & Enquiries

Please address direct enquiries relating to this opportunity to the Volunteer Engagement Team on [Sheelagh.Purdon@innernorthfoundation.com.au](mailto:Sheelagh.Purdon@innernorthfoundation.com.au).

Dated – 19th November 2024