



Position Description – Director

Background

The Inner North Community Foundation is an independent community foundation based in Melbourne's Inner North, and is one of over 35 community foundations across Australia. The Foundation was established in 2007 as an initiative of IntoWork Australia, and is supported by the three local Councils, Moreland, Yarra and Darebin.

The Foundation manages philanthropic dollars to provide funds for projects that create prosperous, connected, and cohesive communities in Melbourne's Inner North, particularly encouraging pathways to employment. To fulfill this vision it:

- 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 small and large donations
- builds partnerships to expand community leadership across the region

Context

The initial key purpose of the Inner North Community Foundation is to support employment outcomes for residents in the inner north of Melbourne. Since inception, the Inner North Community Foundation has distributed grants of over \$3.1 million to over 140 local community organisations.

The Foundation is structured to be responsive to local needs over the long-term. It is anticipated that as the Foundation's donor base and resource capacity increases, its strategic focus will expand to include other issues prevalent across the inner northern region.

The inner northern region of Melbourne has a population of more than 390,000 people across the cities of Darebin, Moreland and Yarra and is characterised by:

- higher than average income inequality and pockets of high disadvantage
- high levels of diversity
- housing affordability stress - high proportion of rental (public and private) and high prevalence of lone person households and group households across the region
- significant changes to the economy, particularly a shift away from manufacturing/manual work

The board is seeking to appoint a new board member with strong leadership potential.

Inner North Community Foundation Structure

The Inner North Community Foundation is a public company limited by guarantee with Australian Tax Office endorsement as a Charitable Institution. The Inner North Community Foundation is trustee to two charitable trusts, as illustrated below:

Inner North Community Foundation Ltd

ABN 59 127 058 682

Charitable Fund

ABN: 12 901 071 775

Tax concession charity

Disburses to charitable organisations

Donations are not tax deductible

Public Ancillary Fund

ABN: 33 542 897 543

Income Tax Exempt Fund

Tax concession charity

Deductible Gift Recipient fund (DGR)

Disburses to DGR organisations which must also be charitable

Donations are tax deductible

As the Public Ancillary Fund is endorsed with Deductible Gift Recipient status, Australian law requires that the Board comprises a majority of persons to satisfy the Australian Tax Office definition of “responsible persons”. As the current Board membership satisfies this requirement, the ATO “responsible persons” criteria are not a pre-requisite for this vacancy.

Board Composition

The Inner North Community Foundation Board is made up of up to ten Directors, being:

- Up to four nominees of the founding donor, IntoWork Australia
- One nominee with strong connections to the municipality and community of Darebin
- One nominee with strong connections to the municipality and community of Yarra
- One nominee with strong connections to the municipality and community of Moreland
- Three other community representatives

Directors are appointed for a period of up to three years with the opportunity for reappointment to a maximum of three consecutive terms. A review of current Director skills identified the need for a member with a mix of the following:

- Legal
- IT skills
- Pathways to Employment
- Funds development

The Inner North Community Foundation is committed to equal opportunity, and to engaging people of all ages and cultural backgrounds. To ensure that the Board is broadly representative of the community the Board is keen to attract applications from women, people under 40 years of age and people from diverse cultural backgrounds. Directorship is on an honorary basis.

Board Duties and Responsibilities

- Governance including legal and financial accountability and compliance

- Overseeing the organisation's achievement of its objectives
- Overseeing strategic planning, risk management and annual auditing
- Vigilance around potential conflicts of interest
- Overseeing and contribution to subcommittees as required in the areas of grant making, fund development, finance and governance
- Active contribution to developing a strong profile and broad support base in the community
- Commitment to fundraising for the organisation
- Willingness and ability to expand the networks of the Inner North Community Foundation with a view to increasing our donor base

Directors are required to act in a manner compliant with the Corporations Act and are required to develop a good understanding of the legal environment within which the Community Foundation operates.

A key imperative for the Inner North Community Foundation is the continuing development of the corpus that provides for the investment source for the annual grants program. To this end, Directors have an important role in growing the corpus through their networks, influence, making personal financial contributions or bringing complementary skills to promote community giving.

Skills and Attributes

Required:

- Ability to contribute the Foundation, demonstrated by strong skills in Legal, IT, Pathways to Employment and/or Funds development
- Strong connection to Melbourne's inner north community and leadership with and interest in building the capacity of the local communities to respond to current challenges
- Demonstrated commitment to addressing social disadvantage, an understanding of corporate-social responsibility and a commitment to the principle of social equity
- Capacity and/or willingness to facilitate support from business and the community
- Willingness to be involved in Inner North Community Foundation activities, and in particular areas such as grant assessment, investments, marketing, communications or funds development.
- Passion for local philanthropy
- Capacity to commit up to ten hours per month

Please direct queries to our Chair, Dr Christopher Baker on (03) 8689 1967 or email chair@innernorthfoundation.org.au.

Applications & Enquiries

To express interest in the role, please submit a written applications that includes:

- A current resume
- A response to the skills and attributes
- Contact details for at least two referees

Applications can be submitted by email to chair@innernorthfoundation.org.au

For further information about the Inner North Community Foundation refer to www.innernorthfoundation.org.au

Closing date for applications is CoB, Monday 10th September 2018.