



Position Description – Board Associate

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 \$3.7 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.

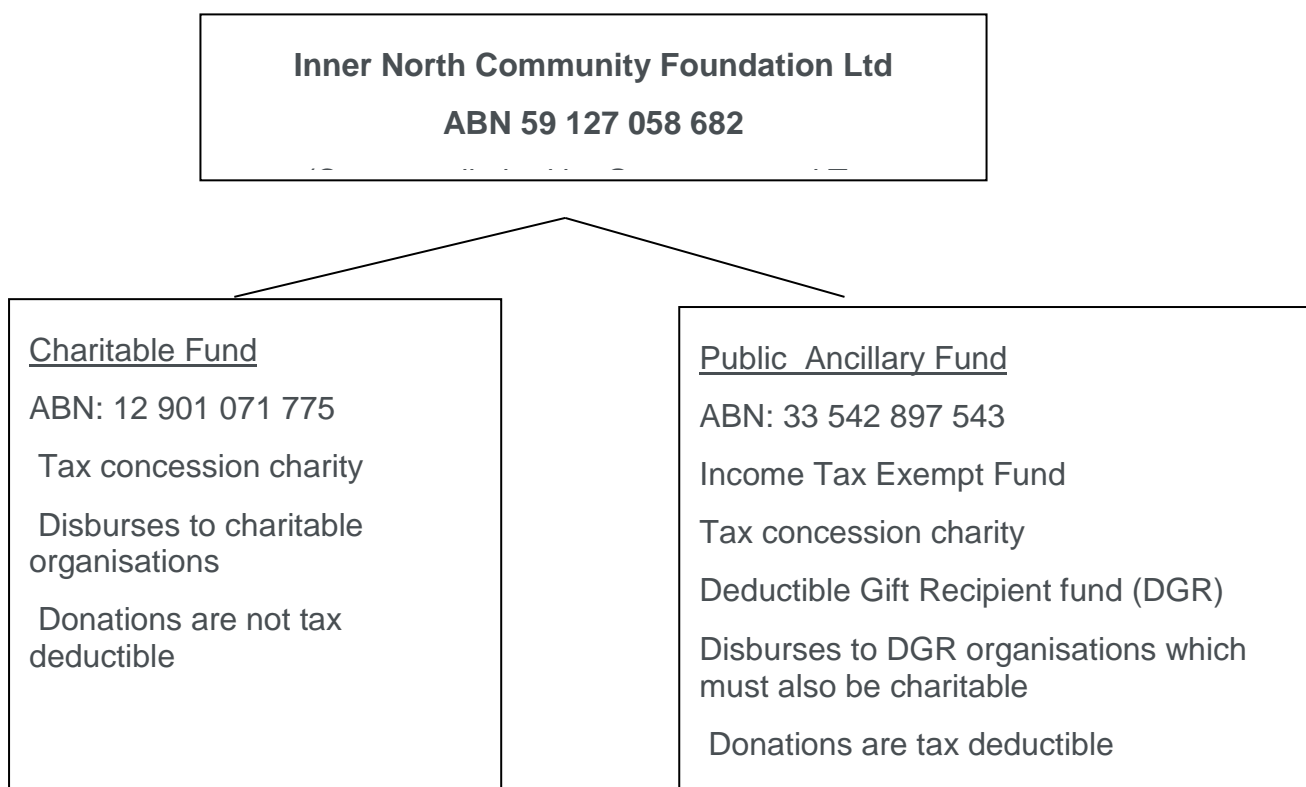
The inner northern region of Melbourne has a population of more than 400,000 people across the cities of Darebin, Moreland and Yarra and is characterised by:

- 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 up to three board associates 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



Board Associate program

The Board Associate Program aims to:

- Build strengths and capacity of local people to serve on not-for-profit boards
- Broaden the diversity of backgrounds of people involved with the Inner North Community Foundation
- Build a pool of potential candidates for future Inner North Community Foundation positions, while balancing expectations about a pathway to involvement.
- Engage people in development of a suitable program.

Difference between Directors and Board Associates

Both Directors and Board Associates act with:

- Loyalty and good faith – to act in good faith and best interests of the organisation, to act for a proper purpose, not to misuse the position or information, to avoid conflicts of interest, retain discretions and to disclose material personal interests.

- Care and diligence – have a duty to act with reasonable care and diligence that a reasonable person would expect.

However, to guard against the role of Board Associate being seen as gaining ‘de facto’ director status through behaviour within a meeting and the record of the meetings as reflected in the minutes, the following points are made:

- Board Associates shall not be deemed to be a Director of the Company within the meaning of the Corporations Act or of the Constitution;
- Board Associates shall not be deemed to be an ‘Officer’ of the Company / Corporation within the meaning of the Corporations Act, the Constitution or other legislation;
- Board Associates shall not be recognised in a quorum;
- Board Associates shall be invited to attend Board Meetings as observers and may at the invitation of the Chair participate in discussion or debate but will not actively participate in decision making processes;
- Board Associates are not entitled to remuneration;
- Board Associates are not entitled to vote on or seek to influence any matter to be determined by the Board;
- Board Associates are appointed for a 12 month term; and
- the Board Associate Program is a 12-month program which will be subject to annual review and amendment .

Volunteer profile

The 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. The role would suit someone who can demonstrate:

- Strong connection to the inner north community and a proven interest in building the capacity of the local communities there 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
- Demonstrated commitment to building local prosperity, through development of business or other initiatives
- Willingness to support Foundation activities, and in particular areas such as grant assessment, investments, marketing, communications or development.
- Passion for local philanthropy

Board associates will participate in:

- Induction and orientation to good governance
- Networking with board members and others, including attendance at philanthropic events, local community celebrations etc.
- Attend board meetings, to observe and provide input as appropriate
- Engage at a committee level
- Participate in a formal mentoring process

It is envisaged that a 10 hour commitment per month for 12 months will be required between January and December 2020.

Applications & Enquiries

Please direct queries to our Executive Officer, Ben Rodgers on (03) 8689 1967 or email brodgers@innernorthfoundation.org.au.

To express interest in the role, please submit an online application that includes:

- A current resume
- A response to volunteer profile (see online form)
- Contact details for at least two referees

Applications can be submitted online at

https://innernorthcommunityfoundation.formstack.com/forms/board_associate_interest_for_m_2019

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

Closing date for applications is 30th November 2019, with a view for a 12 month commitment between January and December 2020

Shortlisted candidates will be invited to a face-to-face interview on the afternoon of 10th December.