



## Position Description – Director (Voluntary)

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The Inner North Community Foundation (the Foundation) is seeking to recruit and appoint a suitably qualified person to a board vacancy.

We are seeking a motivated person with a strong interest in philanthropy who is a local business leader with entrepreneurial skills that can add value to our board.

**The closing date for applications is Monday 3 May 2021.**

### Background

The Foundation is an independent entity based in Melbourne's Inner North and is one of over 35 community foundations across Australia. It was established in 2007 as an initiative of IntoWork Australia and works in close partnership with Moreland, Yarra and Darebin Councils. (For further information please visit <http://www.innernorthfoundation.org.au/>)

The Foundation manages philanthropic dollars and funds projects to create prosperous, connected, and cohesive communities with a particularly focus on creating pathways to employment. To fulfill this vision the Foundation:

- makes grants to local not-for-profit organisations
- connects donors to local community groups
- builds partnerships to expand community leadership across the region
- works to reduce barriers for people of all levels of wealth to participate in philanthropy

### Context

The purpose of the Foundation is to support the communities of Darebin, Moreland and Yarra. Since inception, the Foundation has distributed grants of over \$4.4 million to over 180 local community organisations.

The Foundation maintains a flexible structure to be able to effectively respond as local needs change. It is anticipated that as the Foundation grows its strategic focus will expand to respond to broader social, economic, cultural, and environmental issues prevalent across the Inner North. As an example of the Foundation's responsiveness, during the COVID 19 pandemic the Foundation established the COVID19 rapid-response fund to respond to local issues.

The Inner North has a population of more than 390,000 people, and this is characterised by:

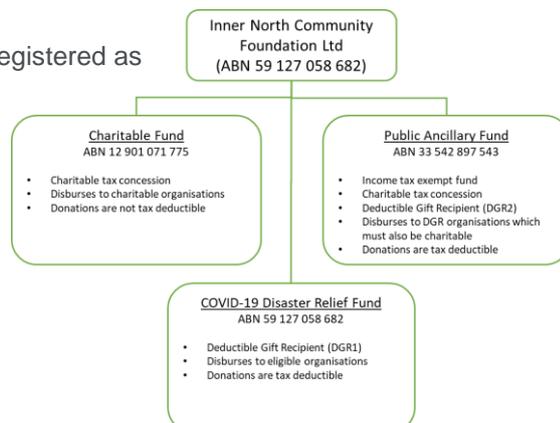
- higher than average income inequality and pockets of high disadvantage
- high levels of cultural and religious diversity
- housing affordability stress – a high proportion of rental (public and private) and prevalence of lone person and group households across the region
- significant changes to the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

# Inner North Community Foundation Structure

The Inner North Community Foundation Ltd is a company limited by guarantee and is trustee to two charitable trusts.

The Foundation, the Charitable Fund, and the Public Fund are each registered as charities with the Australian Charities and Not-For-Profit Commission.

The DGR status of the Public Fund and the Covid-19 Disaster Relief Fund means that the majority of Directors must satisfy the Australian Tax Office definition of “responsible persons”.



## Board Composition

The Foundation has a skills-based board of up to ten Directors:

- Up to four directors nominated by IntoWork Australia
- Three directors with strong connections to each of the municipalities and communities of Darebin, Moreland and Yarra
- Three directors as general community representatives

Directors are appointed for an initial period of three years with the opportunity for reappointment to a maximum of three consecutive terms. Directorships are voluntary and no payment is associated with the role.

A review of current Director skills identified the need to recruit a new Director with the following skills and attributes:

- Local business leadership and entrepreneurial skills
- Connections with local business, SMEs
- Strong attachment to the Inner North of Melbourne, particularly the Darebin LGA
- Funds development

The Foundation is committed to equal opportunity and employing people of any age and cultural background. To ensure governance is broadly representative of the community the Board is keen to receive applications from women, people under the age of 40 and people from diverse cultural backgrounds.

## Committee Structure

The Foundation operates a committee structure and Directors usually participate in two committees as part of their role. The current committee structure is:

- Finance, Investment & Risk
- Grant Making
- Nominations & Employment
- Partnerships & Development

## Board Duties and Responsibilities

Board meetings are held 5 times a year, usually commencing at 4.30 pm on a Tuesday at the Foundation's offices in Northcote. Directors are expected to commit at least 10 hours per month to Foundation activities.

The key responsibilities of the Board include:

- Set strategies, plans and policies for the Foundation reflecting its purposes
- Approve operating budgets and sources of funding
- Implement, monitor, and review systems of risk management and ethical and legal compliance
- Consider the social, environmental, and ethical impact of the Foundation's activities and monitor compliance with adopted policies
- Monitor and review the performance of the board
- Ensure the Foundation is accountable to its stakeholders
- Select and appoint an Executive Officer and ensure adequate staff and resources to meet objectives
- Monitor and review management processes to ensure the integrity of financial and other reporting

- Effectively manage conflict of interest and ensure confidentiality is maintained
- Active contribution to building the Foundation profile and growing the donor base

Directors are required to act in a lawful manner and understand the legal framework in which the Foundation operates.

## Skills and Attributes

Required:

- Local business leadership and entrepreneurial skills
- Connections with local business, SMEs
- Strong connection to Melbourne's inner north community
- Demonstrated commitment to social justice
- Capacity and willingness to facilitate support from business and the community
- Willingness to commit at least 10 hours per month to Foundation activities and committees.

### Applications & Enquiries

Please direct queries to the Chair, Carolyn Phiddian (m 0439 363 365) or email [chair@innernorthfoundation.org.au](mailto:chair@innernorthfoundation.org.au).

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

- A brief cover letter (max. 2 pages) and response to the priority skills and attributes (see attached pro forma)
- A brief current resume (max. 2 pages)
- Contact details for at least two referees

Confidential applications should be sent by email to [chair@innernorthfoundation.org.au](mailto:chair@innernorthfoundation.org.au).

For further information about the Foundation refer to [www.innernorthfoundation.org.au](http://www.innernorthfoundation.org.au).

**Please submit your application by Monday 3 May 2021** (Late applications may not be considered.)

**Att.** – Pro forma Skills and Attributes – Inner North Community Foundation – Director Recruitment

**Attachment: Pro forma Skills and Attributes**  
**Inner North Community Foundation – Director Recruitment**

(Please contain your response in the matrix to a maximum of 600 words.)

Local business leadership and entrepreneurial skills (max. 100 words)	
Contribution to diversity of voices at the Board table (max. 100 words)	
Engagement with Social Disadvantage (max. 100 words)	
Experience in funds development (max. 100 words)	
Connection to the Inner North (max. 100 words)	
Governance and board experience (max. 100 words)	
Other relevant skills and experience (max. 100 words)	