



Position Description – Director (Voluntary)

The Inner North Community Foundation (the Foundation) is seeking to recruit and appoint two suitably qualified people to the Board. We are seeking motivated people with a strong interest in philanthropy and specialist community knowledge and engagement in the three local government areas covered by Darebin, Merri-bek, and Yarra that can add value to our Board.

The Foundation would particularly welcome applicants with experience in:

- **Financial Management** including the ability to oversee investments of funds, assess cashflow forecasts and analyse balance sheets for strategic benefit
- **Deep and broad networks in the inner north community** to enable the Foundation to expand its donor base and funds under management
- **Marketing** to improve awareness of the Foundation as both stewards of funds and a grant maker (for people to know us; like us; trust us)

Applications close on Monday 29 April 2024.

Background

The Foundation is an independent, charitable 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 Merri-bek, Yarra and Darebin Councils. (For further information please visit <http://www.innernorthfoundation.org.au/>)

The inner north stretches from Brunswick to Bundoora and from Richmond to Reservoir. It covers three local government municipalities, and eight state and three federal electorates. Some of Melbourne's wealthiest and poorest people live here, and some of its most generous. Around 500,000 people, 45,000 businesses and 900 charities call the inner north home.

Context

The purpose of the Foundation is to support the communities of Darebin, Merri-bek and Yarra. Since inception, the Foundation has distributed grants of over \$5.9 million to over 300 local community organisations. It currently manages ~\$11 million in endowed funds

The Foundation believes the best way to build a better community is through partnership and dialogue, and it connects those who want to contribute with those who can make change happen.

For people who want to contribute, it provides:

- funds safekeeping, investment, governance and compliance
- simple ways to get involved and contribute
- introductions to charities doing great work in the north
- help to navigate the legal and compliance requirements of charitable giving
- an established process for granting funds to eligible charities
- information on how local issues are being addressed and how to best create change
- a strong local institution that collects, administers, grows and monitors money for community building

For charities working on community change, it provides:

- funds and grants distribution
- information on community needs and priorities
- forums to meet, talk, plan and partner with other charities and not-for-profits
- a place to showcase their great work
- opportunities to meet funders and explain the difference they're making

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 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. The Foundation’s constitution specifies member appointment, and applicants are encouraged to read the constitution [here](#).

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.

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

The Foundation is committed to equal opportunity for all. To ensure governance is broadly representative of the Inner North community, the Board is keen to receive applications from people from diverse backgrounds.

Board Duties and Responsibilities

Board meetings are generally held 6 times a year, usually commencing at 4.30 pm on a Tuesday at the Foundation’s offices in Northcote. Directors can expect 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:

- 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@innorthfoundation.org.au. To express interest in the role, please complete the online application on the Foundation website which asks some general questions and allows you to attach your CV.

Please submit your application by Monday 29 April 2024

Skills and Attributes, Inner North Community Foundation – Director Recruitment

Please provide your answers through the [online application](#).

Connection to the Inner North (the communities in Yarra, Darebin and Merri-bek) (max. 100 words)	
Experience in financial management and investments of funds, assess cashflow forecasts and analyse balance sheets for strategic benefit (max. 300 words)	
Demonstrated ability using networks to advance the cause of an organisation (max. 300 words)	
Experience using marketing and communications to increase engagement with an organisation/cause (max. 300 words)	
Contribution to diversity of voices at the Board table (max. 100 words)	
Governance or board experience (max. 100 words)	
Any other relevant skills and experience (max. 100 words)	