

## **POSITION DESCRIPTION: DIRECTOR (VOLUNTARY)**

Foundation Murrindindi is seeking to recruit directors who are passionate about making a difference in the Shire of Murrindindi. We are seeking motivated people with a range of skills, experience and strengths with a strong connection to the Murrindindi community.

### **About Foundation Murrindindi**

Foundation Murrindindi is a community foundation focused on our vision of thriving, vibrant and connected communities within the Shire of Murrindindi. We are an independent charity, overseen by a volunteer board of directors.

### **The role**

Foundation Murrindindi is inviting committed and enthusiastic individuals to become members of our Board of Directors. As a director, you will help shape the strategic direction of the organisation, uphold strong governance practices, and engage in important activities such as fundraising and distributing grants. This role offers a chance to create positive change within the community, work alongside like-minded philanthropic leaders, and support the Foundation's ongoing mission.

### **Why Consider Joining Our Board of Directors?**

- **Create meaningful impact:** As a member of our Board, you'll have a key influence in driving positive change within our community. Your skills and dedication will help improve the lives of those we serve.
- **Philanthropic leadership:** Be part of a passionate group united by a commitment to philanthropy. Work alongside others who value giving back and are focused on advancing community progress.
- **Shape our future:** Contribute to important decisions that guide our organisation's mission and distribution of resources. Your voice will help ensure we meet community needs thoughtfully and effectively.
- **Expand your network:** Build connections with a wide range of leaders, businesses, and organisations who share your passion for service and community impact.
- **Grow as a leader:** Board service provides a unique chance to enhance your leadership abilities. Learn more about nonprofit governance, fund raising, and community development while making a difference.

### **Key responsibilities**

- **Strategic direction:** Contribute to shaping the Foundation's vision, objectives, priorities and initiatives aimed at improving community well-being.
- **Governance:** Take an active role in board meetings, deliberations, and organisational decisions, while ensuring adherence to ethical practices and legal requirements.
- **Resource development:** Help drive fundraising activities by building relationships with donors, assisting with grant proposals, and participating in events to generate financial support for community programs.
- **Grant review:** Evaluate funding requests, analyse project proposals, and help determine the allocation of grants to benefit local initiatives.

- **Community engagement:** Build and maintain strong connections with community members, local stakeholders, and supporters to broaden the Foundation's reach and influence.
- **Advocacy:** Promote the Foundation's mission and the importance of philanthropy in strengthening communities.
- **Financial stewardship:** Play a role in overseeing financial matters to ensure the organisation remains fiscally sound and uses its resources wisely.

### **Qualifications**

- A commitment to the values and mission of Foundation Murrindindi.
- Background or strong interest in philanthropy, community development, donations, and grants.
- Strong communication and interpersonal skills.
- Ability to collaborate effectively in a team-oriented environment.
- Previous board or nonprofit experience is preferred but not required. If you are enthusiastic about making a difference, we encourage you to apply.
- A passion for our community and for a community-led future

### **Time commitment**

Board Directors are expected to attend regular board meetings (typically monthly) and committee meetings as needed, and actively engage in Foundation activities. The estimated time commitment may vary but is approximately 5-10 hours per month.

### **Term of service**

Board Directors are appointed for a three-year term, with the possibility of renewal and maximum tenure of three consecutive terms.

### **Requirements**

All Board Directors are required to apply for a Police Check and have or apply for a Director ID.

### **How to apply**

To express your interest in joining the Board of Foundation Murrindindi, please submit your resume and a cover letter (no more than 2 pages) outlining what you would bring to the Foundation Murrindindi Board and how you would contribute to furthering the work of Foundation Murrindindi. This should include reference to the following:

- The context of the experience and range of skills you are able to offer to support the collective knowledge and skills of the Board.
- Professional development relating to the key responsibilities outlined above
- Your connection and passion for the Murrindindi Shire

Email your application to [info@foundationmurrindindi.org.au](mailto:info@foundationmurrindindi.org.au) by **31<sup>st</sup> July 2026**

For further information please contact our board chair Naomi McNamara on 0407 509 789.