



Interfaith Network (IFN) City of Greater Dandenong

Subject:	Governance
Title:	IFN Vice President (Voluntary) Position Description
Approved Date:	18 September 2024
Approved By:	IFN Executive Committee
Effective Date:	19 September 2024
Review Date:	September 2025

Background IFN

Established in 1989, the Interfaith Network (IFN), is the longest serving Network in Australia. IFN is a group of diverse religious and cultural faiths, serving and working locally within the City of Greater Dandenong.

The Network's vision is a message of simplicity and impact, 'Many Faiths, One People'.

Our core objective is to prevent harm by promoting respect and understanding for the integrity of each person's beliefs, cultures and traditions so that people of all faiths, and none, can live together in peace and harmony.

The IFN's commitment to creating a strong sense of belonging has led to an increasing respect for shared beliefs and values resulting in deeper connections within diverse communities.

Overview of Vice Presidents Key Responsibilities

The role and responsibilities of the Vice President is to assist the President as appropriate and Act as President in their absence.

Vice President – Key Accountabilities

Specifically, the Vice President will:

Governance

- Act as the President in the absence of the President
- Be familiar with the IFN Constitution, policies and procedures, funding agreements, strategic objectives, so that they can act in for the President

Planning

- Assist the President in delivering the strategic objectives

Meetings

- As required serve on IFN Executive Committee, sub-Committees and attend meetings

Leadership and Management

- Assist the President on general or specified duties
- Be assigned responsibility for working on an area of strategic or functional importance

IFN Committee Member

- In addition, perform all the duties and responsibilities as outlined in the IFN Governance Position description specific to serving as an Executive Committee Member.
- **Governance Functions, Responsibilities and Eligibility**
- Meet bimonthly for 2 hours for the IFN Executive Committee Meeting
- Attendance at a majority of Executive Committee meetings per year
- 2-year tenure appointment
- Act as the IFN President in the absence of the IFN President.
- Attend key organizational events, including the Annual Signing of the Common Statement, Annual General Meeting
- Financial oversight and strategic planning
- Compliance, risk and governance experience
- Inclusive leadership at a Governance or Executive level
- Experience in Member based organizations
- Exceptional communication skills
- Innovative, ethical and forward-thinking mindset
- Personal qualities of integrity, credibility and a passion for improving the lives of communities through effective collaboration
- Working with Children's Check (Current and Valid)
- Current Police Check (Within 6 months)
- Approved IFN Membership
- Approved IFN Membership to the IFN Executive Committee
- Current Resume inclusive of 2 current Referees

Remuneration

Service on the IFN Executive Committee is without remuneration (volunteer), except for reimbursement of costs while carrying out Executive Committee Member's duties.

Safeguarding

IFN is committed to child safety. We have zero tolerance of child abuse. Applicants should be aware that IFN carry out working with children checks, police checks and reference checks.

References:

VMIAAC, Position Description for Committee of Management, Deputy Chair, September 2024