



**Interfaith Network (IFN)  
City of Greater Dandenong**

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| <b>Subject:</b>        | <b>Governance</b>   |
| <b>Title:</b>          | <b>IFN Association Secretary (Voluntary) Position Description</b> |
| <b>Approved Date:</b>  | <b>18 September 2024</b>  |
| <b>Approved By:</b>    | <b>IFN Executive Committee</b>                                    |
| <b>Effective Date:</b> | <b>19 September 2024</b>  |
| <b>Review Date:</b>    | <b>September 2025</b>   |

### **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 Association Secretary Responsibilities**

- Managing Committee processes including meetings, documentation, and records
- Expertise and responsibilities for corporate governance requirements including advising the Committee of regulatory changes and responsibility for statutory obligations
- Managing the Committee's Information System
- Work with the President and the Executive Officer on the Induction of Committee Members
- Leadership guidance, technical support and advice to the Board
- Setting and managing high standards of ethical behavior and decision making.

### **Association Secretary – Key Accountabilities**

- Preparation and timely dissemination of papers to the Executive Committee, and Committees as required, and taking of minutes and associated documentation.
- In consultation with the Executive Officer, Treasurer, preparing all necessary documentation for the Annual General Meeting, Special meetings and Members Meetings, as required
- Management and maintenance of the Executive Committee's documentation, ensuring currency and adherence

- Maintaining IFN’s registers in a timely manner
- Provide effective governance and compliance support to the Executive Committee:
  1. Research options
  2. Provide advice
  3. Managing recommendations based on advice
- Support the Committee’s Sub-Committees (also referred to as Committees)

**General Governance Functions, Responsibilities and Eligibility**

- Meet bimonthly for 2 hours
- Attendance at a majority of Executive Committee meetings per year
- 2-year tenure appointment
- Attend key organizational events, including the Annual Signing of the Common Statement, Annual General Meeting
- Experience in Governance and, or Association Secretary role
- Experience in Member based organizations
- Exceptional communication skills
- Strategic thinking skills
- Innovative, ethical and forwards-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:**

Iron Traks, Company Secretary and Board Member (Voluntary), September 2024

No Limits Community Services, Board Director, Position Description, August 2024.