



Interfaith Network (IFN) City of Greater Dandenong

Subject:	Governance
Title:	IFN Committee Member (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 persons 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.

Purpose of the Position

The primary function of the IFN Executive Committee is to be responsible for the governance and policy formation, and to oversee the management of the affairs of the Inter faith Network, City of greater Dandenong.

The Executive Committee is responsible for ensuring that the organization fulfills its purpose and objectives, and in doing so meets all the legal and moral responsibilities and requirements consistent with 'best practice' corporate governance.

This responsibility is one of stewardship on behalf of IFN's members and other stakeholders, ensuring that IFN not only remains viable but has a secure long-term future.

Overview of an Executive Committee Member Responsibilities

- Act honestly and in good faith
- Perform competently by exercising care, skill and diligence in making decisions,
- Act in the best interests of the IFN
- Declare any conflict of interest, actual or perceived
- Safeguard the vision and values of the organization
- Develop a broad understanding of IFN's objective, priorities to inform decision making and duty of care

- Oversee the legal and financial accountability of the organization, supporting the Association Secretary, Treasurer and Chair
- Support the Chair and Executive Officer with induction of Executive Committee Members
- Setting high standards of ethical behavior and decision making.

Individually, Executive Committee Members must

Key Responsibilities

- Be diligent, attend Executive Committee meetings and devote sufficient time for preparation for Executive meetings to allow full and appropriate participation in the Committee's deliberations
- Respect the confidentiality of information and not disclose to any other person confidential information other than as agreed by the Executive Committee or as required by law
- Participate (as required) in IFN Committees work
- Proactively help position IFN in the community and not do anything that in any way denigrates IFN or harms its public image and
- Act as a role model, change agent and professional exemplar in all matters concerning IFN.

Collectively, Executive Committee Member are required to

- Set strategic direction, including objectives and implementation plan
- Govern IFN in accordance with policies and procedures
- Identify and ensure that there are effective risk management strategies in place
- Keep informed of IFN's stakeholders concerns, needs and interests and ensure that these receive proper consideration either by the Executive Committee
- Set performance management expectations for the IFN Executive Officer and monitor organizational performance
- Share equal responsibilities for the financial integrity of IFN and monitor the financial performance and health of IFN (this includes ensuring proper keeping of records, registers, accounts, reports and lodgment of documents)
- Finalize and approve annual budget
- Participate in fundraising activities to ensure adequate resources for the organization
- Provide regular updates to the Executive Committee on all activities undertaken related to IFN.
- Undertake regular reviews of the organization's activities and make recommendations for improvement where required.
- Provide input to all internal policies, procedures, and reporting.
- Provide support and oversight to the Executive Committee's Committees.

Executive Committee Members are expected to work together collaboratively to achieve IFN's vision and values and should speak publicly with a single collective voice.

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.
- 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.