



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

Subject:	Governance
Title:	IFN Association Secretary and Public Officer's (Voluntary) Position Description
Approved Date:	December 10th, 2025
Approved By:	IFN Executive Committee
Effective Date:	December 10th, 2025
Review Date:	December 2026

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 and Public Officer's 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
- Fulfilling the requirements of the Public Officer's role
- 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 Committee
- Setting and managing high standards of ethical behavior and decision making
- Fulfilling the position requirements as described in the Constitution

Association Secretary and Public Officers – Key Accountabilities

- In consultation with the Executive Committee, and Executive Officer, establish an annual work plan specific to the position, including key targets, progressive milestones, calendar timelines and deliverables.
- 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 President, Treasurer and Executive Officer, preparation of 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

- Annual workplan delivered
- Meet bimonthly for 2 hours
- Attendance at the 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, Association Secretary, and, or Public Officers roles
- Experience in Member-based organizations
- Exceptional communication skills
- Strategic thinking 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:

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

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