

<b>POSITION TITLE</b>	Volunteer General Board Member
<b>REPORTS TO</b>	Board President
<b>LOCATION</b>	Sunraysia/ Mallee (Sites: Mildura, Swan Hill and Robinvale)
<b>EMPLOYMENT BASIS</b>	Volunteer Position
<b>DATE UPDATED</b>	28/02/2025

## ORGANSATIONAL BACKGROUND

The **Sunraysia Mallee Ethnic Communities Council (SMECC)** is a not-for-profit incorporated association that proudly celebrated its 45th anniversary in 2024. Governed by a diverse Board of Directors representing the Sunraysia region, SMECC supports migrants, refugees, and multicultural communities to participate socially and economically in broader Australian society.

SMECC provides a range of services including resettlement and family support, advocacy, education, employment assistance, youth and playgroup programs, and an emergency food distribution hub. These services are made possible through funding from Federal and State governments, philanthropic organisations, and partnerships.

With approximately 20 culturally and linguistically diverse staff, SMECC operates from its main office in Mildura, with satellite sites in Swan Hill and Robinvale.

## THE ROLE

The Volunteer Board Member contributes to the strategic direction and governance of Sunraysia Mallee Ethnic Communities Council Inc (SMECC). They play a key role in ensuring financial sustainability, legal compliance, and alignment with the organisation's mission and values.

As a **Volunteer General Board Member**, you will contribute to the strategic direction and governance of SMECC. You will help ensure the organisation remains financially sustainable, legally compliant, and aligned with its mission and values.

KEY RESPONSIBILITIES	
<b>Core Objectives</b>	<ul style="list-style-type: none"> <li>• Appoint, manage, and if required, terminate the Chief Executive Officer (CEO)</li> <li>• Actively participate in board meetings and decision-making</li> <li>• Provide strategic oversight to ensure alignment with SMECC's objectives</li> <li>• Fulfil fiduciary duties, including financial and risk oversight</li> <li>• Support fundraising, advocacy, and stakeholder engagement</li> <li>• Ensure compliance with all legal and regulatory requirements</li> <li>• Represent SMECC positively in the community and wider sector</li> <li>• Participate in board committees or working groups as needed</li> </ul>
<b>Essential Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Commitment to SMECC's mission, values, and objectives</li> <li>• Excellent communication, teamwork, and decision-making skills</li> <li>• Understanding of and commitment to principles of diversity, equity, and inclusion</li> </ul>

<b>Desirable Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience in nonprofit governance or previous board experience</li> <li>• Expertise in areas such as finance, law, marketing, fundraising, community engagement, IT, business or policy.</li> <li>• Knowledge of SMECC services and programs – including external factors impacting SMECC constituents</li> <li>• Cultural awareness – basic understanding of priority areas concerning our multicultural communities</li> <li>• Financial literacy and understanding of nonprofit finances</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Integrity, honesty, and ethical judgment</li> <li>• Strong interpersonal and collaborative skills</li> <li>• Proactive, solutions-focused approach</li> <li>• Resilience and adaptability</li> <li>• Commitment to ongoing learning and development</li> <li>• Passion for community service and social justice</li> </ul>
The above list is not exhaustive, and the role may change to meet the overall objectives of the organisation and the needs of the community	
<b>Benefits of Volunteering</b>	<ul style="list-style-type: none"> <li>• Make a meaningful impact in your community</li> <li>• Gain experience in governance and leadership</li> <li>• Expand your professional network</li> <li>• Contribute to a cause you're passionate about</li> </ul>
<b>Required Checks &amp; Compliance</b>	<ul style="list-style-type: none"> <li>• Police check (National Police Certificate)</li> <li>• Working with Children Check</li> <li>• Conflict of Interest disclosure</li> <li>• Reference checks</li> <li>• Adherence to SMECC's governance policies and Code of Conduct</li> </ul>
<b>How to Apply</b>	<p>To apply, please email your resume, a brief bio, and a cover letter outlining your interest in joining the SMECC Board to: <a href="mailto:peopleandculture@smecc.org.au">peopleandculture@smecc.org.au</a></p> <p>For further information, contact: Ian Japp (Board President) – 0447 056 261</p>