

Volunteer Executive Committee Recruitment

The Interfaith Network (IFN) of the City of Greater Dandenong believes in harm prevention by educating and empowering people to strive for harmony, to come together and collectively engage in building trust aiming for relationships that endure beyond any differences.

The IFN is seeking a Secretary for the Executive Committee. We are looking for an enthusiastic person with knowledge and experience in the interfaith/multifaith and community sector.

The role of the Secretary will:

- Act as administrative secretary to the Network
- Together with the Executive Officer, each year at the Executive Meeting immediately prior to the AGM, initiate the appointment of a Returning Officer from the Membership.
- Together with the Executive Officer convene Network Meetings and Special Meetings
- Inform the Registrar of The Australian Charities and Not-for-profits Commission (ACNC) of any changes to the name, or rules or address of the Network
- Within one month from the date of the AGM, lodge an Annual Statement with the Registrar of the ACNC
- Inform the ACNC of any changes to the appointment or details of the Executive Committee Members
- The position is 10 hours per month – times as arranged.

Key Responsibility Areas:

- To support the President and Executive Officer in daily activities and as requested.
- Maintain and oversee compliance and accountability process in a timely manner
- Maintain confidentiality at all times.
- To work as part of a team.

About you:

- Empathise with others as well as recognise and value diverse faiths and cultures through engagement with various identities, languages and beliefs.
- Be able to communicate with a wide range of individuals.
- Ability to problem solve and minimise risk.
- Empathy and cultural awareness, including the ability to liaise with and build trust and rapport with and between diverse faith and spiritual groups.
- Maintain a high level of understanding, respect and compassion.

Requirements:

- Current Police check
- Working with Children Check
- Double COVID 19 Vaccination
- Level 2 First Aid Training (training available)

Benefits to you:

- Attendance on a free public tour to Places of Worship
- Training opportunities
- Free attendance at IFN activities

Ready to take the next step?

- Email your expression of interest to executive@intefaithnetwork.org.au
- Potential volunteers will be invited to an interview to discuss the position