



**Position Description: Independent Non-Executive Director, commonkind**

**Term:** 3 years, with option for extension

**Location:** Australia (meetings held virtually and in person as required)

**Time Commitment:** Approximately 4-8 hours per month

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## About commonkind

commonkind is dedicated to building a kinder and more connected world. We empower young people and families through age-appropriate community service activities, providing meaningful opportunities to support those experiencing poverty, disadvantage, and distress.

We believe Australia can evolve from the "lucky country" to the "loving country" by fostering generosity, inclusion, and innovation in community engagement.

## The Role

Board members play a critical role in overseeing **commonkind's strategic direction, governance, and performance**. They are accountable to members and stakeholders and ensure the organisation operates in alignment with its mission and values.

## Key Responsibilities

- **Governance & Strategy**
  - Provide strategic oversight to guide commonkind's vision, ensuring alignment with the organisation's mission and values.
  - Contribute to the development and review of the **Strategic Plan**, monitoring progress toward key goals.
  - Oversee financial sustainability and risk management, ensuring compliance with relevant **legal and regulatory requirements**.
  - Maintain a strong understanding of commonkind's operations and key developments.

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- **Board Engagement & Contribution**
    - Actively participate in **board meetings** (currently every second month, subject to change, in line with operational/strategic needs) and the **annual strategy session**.
    - Serve on relevant Board committees, contributing relevant expertise.
    - Provide **independent judgment, constructive challenge, and oversight** to enhance decision-making.
    - Declare and manage any **actual or perceived conflicts of interest**.
  - **External Representation & Advocacy**
    - Represent commonkind at public and stakeholder events, **nurturing relationships** with partners, donors, and community leaders.
    - Act as an **ambassador for commonkind**, promoting awareness and engagement.
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## Skills and Competencies

### Essential for All Board Members:

- Strong governance experience, including understanding of **fiduciary, legal, and ethical responsibilities**.
- Strategic thinking and problem-solving skills, with the ability to contribute **independent judgment**.
- Strong interpersonal and communication skills, with the ability to work collaboratively.
- Commitment to commonkind's [mission, vision, and values](#).

### Desirable (Role-Specific Technical Competencies):

Board members should bring a diverse range of skills and experience, and we encourage people from all backgrounds to apply. Areas of specific expertise we are looking for include:

- **Governance & Legal:** Understanding of **not-for-profit governance, ACNC compliance, and risk management**.
  - **Financial Management:** Experience in budgeting, auditing, or financial oversight.
  - **Fundraising & Partnerships:** Knowledge of philanthropy, corporate sponsorships, and funding strategies.
  - **Child Safety & Compliance:** Familiarity with **regulations and best practices** in working with minors.
  - **Marketing & Advocacy:** Skills in stakeholder engagement, media, and brand positioning.
  - **Technology & Innovation:** Understanding of **digital strategy, cyber security** or driving operational efficiencies through **technology innovation**.
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## Personal Attributes

- A passion for community service and improving the lives of vulnerable populations.
  - A commitment to the mission, vision, and values of commonkind.
  - High ethical standards, integrity, and accountability.
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- Collaborative mindset with the ability to build strong relationships and contribute constructively to Board discussions.
  - Proactive, action-oriented and reliable with the ability to meet deadlines as required.
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## Terms and Commitment

- **Time Commitment:** Approx. 4-8 hours per month, including Board meetings every second month, one annual strategic session, and committee participation as applicable.
  - **Remuneration:** This is a volunteer, unpaid position. Reasonable expenses (e.g., travel) will be reimbursed.
  - **Term:** Initial three-year appointment, with possible extension.
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## How to Apply

If you are interested in joining commonkind's Board as a Non-Executive Director, please email your CV and a one-page cover letter to [secretary@commonkind.org](mailto:secretary@commonkind.org). Your application should outline your relevant experience, your interest in commonkind's mission, and how your skills align with the needs of the Board.

**Applications close:** 31st May 2025

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## Find Out More

For an informal discussion about the role, please contact commonkind's CEO **Carolina Puleston** at [hello@commonkind.org](mailto:hello@commonkind.org)

Discover more about commonkind and our impact at [www.commonkind.org](http://www.commonkind.org) and <https://www.linkedin.com/company/commonkindofficial>