

Committees Members Positions-SMRC.

Are you passionate about welcoming and assisting migrants and refugees into our community? Would you like to contribute to the governance of a reputed organisation with your knowledge and skills?

The Southern Migrant and Refugee Centre (SMRC) Board is looking for volunteers to join as members in its various Committees. SMRC is incorporated under the Association Incorporation Reforms Act 2012 for the broad purpose to facilitate the planning and co-ordination of services for newly arrived and established migrant, refugee and asylum seeker communities in the Southern Metropolitan Region of Melbourne. SMRC is governed by an elected Board of Directors and is a registered charitable organisation.

About the Committees positions:

To strengthen the skills and knowledge base of the existing Board, SMRC is looking for individual with expertise and experience in one or more of the following areas,

1) Finance and Risk Management Committee.

Responsibilities:

- Provide oversight of SMRC's budget and overall financial management
- Monitor financial reporting processes and internal financial controls
- Review and recommend the annual financial statements for approval
- Oversee the external audit process and engagement with external auditors
- Provide oversight of organisational risk management, including identifying and monitoring key risks
- Monitor the effectiveness of internal control systems
- Oversee compliance with relevant legal, regulatory and governance requirements

2) ICT Committee.

Responsibilities:

- Advise the Board on ICT matters and digital technologies
- Provide guidance on priorities and resources for ICT systems, ensuring value for money, resilience and scalability
- Establish a shared vision for SMRC's technology use
- Identify and implement opportunities for system-wide digital transformation
- Offer independent advice and insight regarding ICT investment, risks and opportunities
- Review and guide the development and implementation of ICT strategies and a needs-based ICT system
- Review and recommend policies relating to ICT management and ICT security, including regular policy reviews
- Oversee the digitisation of all SMRC paper documents and the transition to cloud or data-centre storage in line with ICT best practice

3) Strategy and Program (S&P) Committee.

Responsibilities:

- Assess the continued relevance of SMRC's strategy, mandate and mission, and recommend changes where required
- Evaluate the suitability and impact of SMRC programs, projects and activities in relation to client needs and organisational priorities

- Review the annual program of work for alignment with priorities and resources, and recommend approval or otherwise to the Board
- Commission appraisals of past or ongoing activities, including evaluation of performance and impact
- Commission periodic external management reviews of SMRC
- Provide strategic leadership in developing and reviewing policies not covered by other Board subcommittees to enhance SMRC's effectiveness

4) People and Change Management Committee.

Responsibilities:

- Recommend best practice in organisational and cultural development
- Recommend workplace wellbeing methodologies
- Advise on emerging people-related risks and trends
- Review and provide advice on human resources data and metrics
- Recommend immediate and ongoing change-management initiatives
- Recommend strategies, policies, processes and methodologies to enable employees and volunteers to deliver the strategic plan in alignment with SMRC's long-term objectives

Individuals with relevant experience and expertise are requested to submit their expression of interest on or before Wednesday 3rd of December 2025.

For Information for Applicants click the link below to be directed to SMRC Website.

INFORMATION FOR APPLICANTS

How to apply?

Please email your application to the Executive Assistant to the Board, Sandra D'Souza, sandrad@smrc.org.au (Mobile: 0407 059 364) by Wednesday 3rd December 2025. The subject line must read 'SMRC Board Application' and files attached must be less than 2Mb.

All applications submitted must include the following:

1. A brief cover letter;
2. A maximum two-page CV; and
3. A brief description of the contribution you can make as a Committee Member, making reference to the skills, knowledge and experience you will bring to the SMRC Committees. (1000-word limit).