

Vacant Board 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) are looking for appointed members to join its Board of Directors. 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 vacant 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,

- ❖ ***Familiarity with financial issues and having substantial accounting, auditing, or financial management qualifications or risk management expertise.***
- ❖ ***Conversant with ICT issues and has the necessary ICT qualifications and expertise.***
- ❖ ***Conversant with strategy, program planning, implementation and evaluation as well as policy formulation process.***
- ❖ ***Conversant with human resource and organizational management issues and change management process***
- ❖ ***Previous Board experience is desirable.***

Interested candidates with the above expertise, knowledge of fiduciary responsibility and experience with not-for-profit sector are encouraged to apply.

The Role of the SMRC Board

SMRC Directors are volunteers, and this is an honorary role. The SMRC Board is responsible for the good governance of the organisation including financial accountability, legal compliance, risk management and privacy obligations. It meets quarterly, and Directors are expected to prepare for and actively participate in meetings and to contribute to Committees as required.

Roles and Responsibilities of the Board Members

Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the non-profit has adequate resources to advance its mission.

THE BASICS

Care and diligence

The duty to exercise your powers and duties in good faith in the best interests of the company and for a proper purpose.

Not to improperly use position

Not to improperly use information

Duty of Care

The board's primary responsibility is one of stewardship and trusteeship on behalf of stakeholders, ensuring that the legal entity, i.e. the company or association, remains viable and effective in the present and for the future. The board is ultimately accountable for all organisation matters.

The board ensures the organisation has a secure long-term future by:

- Establishing the organisation's strategic direction and priorities.
- Interacting with key stakeholders to inform them of achievements and ensuring they have input into determining strategic goals and direction.
- Regularly scanning the external operating environment to ensure that the organisation's strategic direction remains both appropriate and achievable.
- Monitoring organisational performance and evaluating the achievement of the strategic and business plans and annual budget outcomes.
- Reporting back to the stakeholders at the Annual General Meeting (AGM).
- Establishing the policy framework for governing the organisation from which all operational policies and actions are developed.
- Ensuring the organisation has appropriate corporate governance structures in place including standards of ethical behaviour and promoting a culture of corporate and social responsibility.
- Defining key relationships between the organisation and its stakeholders and other key individual and organisations/groups.
- Appointing, setting targets in order to evaluate the performance of and reward as appropriate, the Chief Executive Officer (CEO).
- Monitoring CEO and organisational compliance with the relevant federal, state and local legislation and bylaws, and with the organisation's own policies.
- Providing advice and guidance to the CEO as required.
- Assessing risks facing the organisation, establishing a risk management plan and monitoring compliance.
- Evaluating the effectiveness as a board.

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 Monday 1st 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 Director, making reference to the skills, knowledge and experience you will bring to the SMRC Board. (1000-word limit).