



Board Secretary and Director (Volunteer Role)

For Change Co. is a fast-growing social enterprise based in Melbourne which exists with the mission of creating pathways out of homelessness for young people. We established Australia's first non-profit crepe van, Crêpes for Change, in 2015, a non-profit coffee cart, and have since opened a coffee cart and three cafes across Melbourne.

Our amazing team is passionate and dynamic with big dreams of changing the world; sparked by the vision of eliminating youth homelessness. Our values of passion, transparency, collaboration, inclusivity, and agility come through every day in the work that we do and the outcomes that we deliver, with an ongoing focus of creating a diverse community committed to our mission.

For more information, check out our recent Impact Report is [HERE](#)

IMPACT

Our goal is to measurably and sustainably change the lives of as many at-risk young people as we can. We aim to do this through creating pathways out of the homelessness cycle for the young people that we work with.

To date, we have supported over 50 young people to exit the homelessness cycle through both our home.plate Training Program and through rental support.

THE ROLE

The Board Secretary is a key role in upholding the governance and integrity of the Board, and in turn of the organisation. The Secretary plays an important role in supporting the effectiveness of the Board by monitoring that the Constitution and board policies and procedures are followed, as well as coordinating the timely completion and despatch of the board agenda and briefing material. The Secretary will also act as a Director of the organisation, having key responsibilities in ensuring that For Change Co. remains solvent, compliant with Australian laws and regulations as a charity, and that it continues on track to achieve its mission.

Responsibilities include:

- Ensure that the Board consistently exercises strong governance principles including ensuring that the organisation's Constitution is adhered to,
- Organise and disperse information about board meetings before and after meetings,
- Represent and advocate for the organisation,
- Adhere to general directors' duties,
- Find the full position description [HERE](#).

You could be our next Board Secretary if:

- You are a detail-oriented person who loves to make sure that files are always stored in an exemplary manner,
- You like to keep groups of people on track and ensure that outcomes are achieved,
- You're not afraid of bringing people back to the rule book and implementing policies and procedures,
- You have a good understanding of the regulations that govern ACNC registered-charities and Social Traders social enterprises,
- You believe in the impact that work integrated social enterprises can have on young people in our community,
- You want to make a tangible difference to the lives of young people experiencing homelessness in Melbourne.



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The important details:

- This role involves ad hoc hours, with an average of 1-2 hours per week,
- The Board meets every six weeks, with most meetings taking place remotely or in a combination of face-to-face and remote settings,
- The ideal applicant is based in Melbourne to ensure local representation of For Change Co., however, this is not a deal-breaker,
- You can read a little more about how our board works [here](#),
- Directors take on the role of being responsible persons for the organisation, this responsibility should be taken seriously and should be considered before applying.

TO APPLY

If this sounds like you, send your CV and any questions you may have to tenille@forchangeco.com.au PLUS answer the following question:

- How did you hear about For Change Co. and why are you interested in being involved?
- Why are you perfect for the role of Board Secretary and Director?

***The role will remain open until it has been filled, so get in quick!**

For Change Co. believes in providing a supportive and inclusive working environment. Therefore, we encourage applications from Aboriginal and Torres Strait Islander people, those from culturally and linguistically diverse backgrounds, workers of all ages, people with disabilities, and people who identify as LGBTIQ+.