

NFP BOARD DIRECTORSHIP & COMPANY SECRETARY (VOLUNTARY)

The Digital Literacy Foundation is seeking to appoint two new non-executive directors and a Company Secretary to its Board.

Use your governance skills and experience to support positive social change and promote digital literacy.

An Australian not-for-profit organisation dedicated to achieving technology-enabled social inclusion, the Digital Literacy Foundation advocates for equality of access to, and use of, digital technologies for the most vulnerable members of disadvantaged communities, who are at the greatest risk of social exclusion, and for whom digital technology can offer life-changing benefits. Those with low levels of income, education and employment are significantly less likely to be digitally included: already disadvantaged and vulnerable, they are at increased risk of compounding their existing disadvantages. The Digital Literacy Foundation's mission is to create a digitally inclusive society, where no one is left behind. We are committed to addressing the issues of access, motivation, skills, and trust that challenge universal digital literacy.

Since 2015, the Digital Literacy Foundation has provided free one-on-one, face-to-face digital mentoring programs, delivered by trained volunteers (whom we call 'Tech Mates') across western Sydney and western New South Wales. By being part of our story, you will play an important role in helping Australia become a digitally inclusive society.

CURRENT BOARD MEMBERSHIP

The current Executive Chair is Dr Anne Wiggins, and the Deputy Chair is Dominique Chandler. The other director is our Treasurer, Raj Kumar.

2 x BOARD MEMBERS

As a non-executive director of the Digital Literacy Foundation, you will need to have the time and commitment to attend approximately 6 bi-monthly Board meetings. The Digital Literacy Foundation currently has one standing committee, Risk & Audit Committee. Board committees usually meet up to 4 times per year, as agreed by the committee. Board meetings are usually held outside of business hours, from 5-7pm, and may be attended virtually. Board Committee meetings are scheduled for 1 to 2 hours.

COMPETENCIES AND SKILLS

Ideally, successful appointees will be graduates of the Australian Institute of Company Directors' (AICD) Company Directors Course or equivalent. They will possess the skills and knowledge required to fulfil the legal, ethical, fiduciary, and financial responsibilities of a director, demonstrate a sound understanding of risk management, and the ability to operate at a strategic level.

Successful appointees will have integrity, a collaborative style of working with peers and colleagues, the curiosity and ability to ask effective questions and participate in robust discussion as necessary, and sound commercial judgment and instinct. Directors are expected to demonstrate and promote diversity and inclusion in their interactions with others.

While we are seeking to appoint directors with a broad base of business and organisational experience, we would like to include in these new appointments candidates who can bring experience in one or more of the following areas:

- Accounting/Financial Governance;
- Fund-raising and networking, particularly with access to C-suite individuals;
- High-level government and public sector relations;
- Government grant management, particularly CHSP;
- Communications; and
- Human Resources.

We particularly welcome applicants based in rural NSW.

COMPANY SECRETARY

We also seek a Board Member who will act as Company Secretary. The Company Secretary's duties include managing the organisation's internal communications and preparing or keeping track of board meeting dates, meeting agendas and minutes from meetings:

- Facilitate and coordinate governance processes.
- Provide oversight the organisation of meetings (including AGM), agendas, notices, correspondence, papers, reports, minutes, conflict of interest register.
- Seek general legal counsel, if required.
- Meet specific responsibilities under the Corporations Act.

REMUNERATION AND BENEFITS

Non-executive directors of the Digital Literacy Foundation serve *pro bono* and do not receive any remuneration.

People from culturally and linguistically diverse backgrounds are encouraged to apply – in particular those from refugee backgrounds. All diversity is valued though, so applications are encouraged from those with Aboriginal and Torres Strait Islander background, those from within the LGBTQI+ community, and from people living with a disability.

To submit an Expression of Interest, please respond to the Competencies and Skills above, with examples from your experience, and send with your CV to annew@dlf.org.au by COB 14 July 2023.



**Digital
Literacy
Foundation**

FURTHER INFORMATION

For further information on the Digital Literacy Foundation, its activities, and people, please go to:
www.digitalliteracy.org.au

Contact: Dr Anne Wiggins on 02 9090 4141.