

## **NFP BOARD DIRECTORS, TREASURER & COMPANY SECRETARY (VOLUNTARY)**

- **The Digital Literacy Foundation seeks to appoint 2-3 new non-executive directors to its Board, including a Treasurer and a Company Secretary.**
- **Use your governance skills and experience to support positive social change and promote universal social and digital inclusion.**

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 socially and digitally inclusive society, where no one is left behind.

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.

In 2023, the Digital Literacy Foundation launched an additional service as a provider for the [Aged Care Volunteer Visitor Scheme](#) (ACVVS), whereby we support volunteers to visit socially isolated older people in the NSW Aged Care Planning Regions (ACPRs) of Central West, Nepean, and Orana Far West, providing them with friendship and companionship.

### **CURRENT BOARD MEMBERSHIP**

The current Executive Chair is Dr Anne Wiggins, and the Deputy Chair is Dominique Chandler.

### **3 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 5.30-7.30pm, and may be attended virtually. Board Committee meetings are scheduled for 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.
- Operate at a strategic level demonstrate a sound understanding of risk management.

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. Our 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 particularly 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.
- Human Resources.

We particularly welcome applicants based in rural NSW, particularly in the Central West, Nepean, and Orana Far West ACPRs.

### **TREASURER**

The Digital Literacy Foundation has an accountancy firm contracted to handle the day-to-day finances and reports to the Board on a monthly basis. We are seeking a Treasurer to oversee and lead the financial oversight of the organisation and be responsible for ensuring the organisation is working within regulatory and legal frameworks and to an agreed financial plan.

As a Board member, the Treasurer shares responsibility and decision-making with other members of the Board, and it will therefore be an important part of the Treasurer's role to ensure that other Board members understand not only the financial information that is being presented, but also the implications of this information.

### **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, and 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](mailto:annew@dlf.org.au) by COB Friday, 1 March 2024.

### **FURTHER INFORMATION**

For further information on the Digital Literacy Foundation, its activities and people, please go to: [www.digitalliteracy.org.au](http://www.digitalliteracy.org.au)

**Contact:** Dr Anne Wiggins on [annew@dlf.org.au](mailto:annew@dlf.org.au).