



Position: Board Member & Treasurer (Voluntary)

The Role

The Board of the Inner Melbourne Community Legal (**IMCL**) is seeking to appoint a new board member and treasurer.

About IMCL

IMCL is widely known as one of Victoria's leading, innovative, strong community legal centres. IMCL acknowledges that our office and our catchment area are situated on Wurundjeri land. We acknowledge the Wurundjeri people of the Kulin nation as the traditional owners and spiritual custodians of the land and pay our deepest respects to their elders past and present.

We advance social justice, and our vision is an Australia where the law is fair and everyone has access to legal help, a place where there is a shared sense of fairness and wellbeing. We achieve this by delivering best-practice innovative services, building strategic partnerships and advocating for fairer laws, fairer legal outcomes and improved wellbeing in our local community through the law. IMCL does this by advocating for individual clients, challenging unfair laws and systems for everyone, and educating our community about the law.

In late 2021, Inner Melbourne Community Legal and Flemington-Kensington CLC voted to merge, and this newly consolidated organisation now operates as IMCL. A merger of such community-anchored organisations required a fair and transparent merger process honoring the histories of both organisations while ensuring the new entity was in a strong position to serve local communities. Today, the new IMCL boasts broad and deep capability, a sustainable business model and trusted relationships with partners and the communities for which it works tirelessly. We have been assisting the most vulnerable people who live in or engage with services in the Melbourne CBD, North Melbourne, Carlton, Parkville, Docklands, Flemington, Kensington and West Melbourne.

We also gratefully acknowledge the many firms, organisations and individuals who have supported us. More information can be found on our website (<https://imcl.org.au>).

Overview of the Role

The board is responsible for overseeing the organisation in accordance with IMCL's Constitution, Charter, and the law. This includes development of strategy, oversight of management and operations, risk management, financial management and governance, as described in IMCL's Board Charter.

Directors bring an independent and objective view to the organisation’s decisions. They exercise leadership, enterprise, integrity and judgment in directing the organisation so as to provide assurance of its continuing and lasting prosperity.

As Treasurer, the incumbent also leads the financial oversight of the organisation and ensures that IMCL is working within the regulatory and legal frameworks and to the agreed financial plan. As IMCL is a mid-sized non-profit organisation, the incumbent must be prepared to engage with the CEO and Finance Manager on practical financial management issues.

Key Responsibilities

The incumbent is expected to be able to fulfil the following responsibilities:

Governance	<ul style="list-style-type: none"> • Contributing to organisational strategic planning • Assessing the environment in which IMCL operates, at an industry and sector level • Monitoring of risk management practices to ensure the organisation operates within approved risk tolerance levels and are appropriate for the dynamics in which non-profit boards operate • Ensuring an appropriate framework of policies and practices are in place to ensure the organisation can meet its regulatory and legal obligations • Assessing the viability of plans and proposals made by management • Monitoring the organisation’s performance and delivery against strategic priorities
Treasury / Financial Oversight	<ul style="list-style-type: none"> • With the CEO, and in partnership with the Board, overseeing the production and regular review of IMCL’s Budget • Overseeing the financial affairs of the organisation and ensure they are legal, constitutional and within Australian accounting standards. • Advising, and reporting to, the Board on matters of finance and ensuring the Board understands its financial obligations • Ensuring financial control procedures are adequate and appropriate • Identifying and bringing to the attention of the Board any areas of financial risk to IMCL • Ensuring that appropriate financial policies and procedures are in place and fully documented • Ensuring an audit of the books is prepared each year and that the annual accounts of IMCL, are submitted to members at the Annual General Meeting • With the CEO, overseeing the organisation’s investment strategy and report to the Board

Each board member is also expected to:

- Use their skills, knowledge, and experience in the promotion of the best interests of the organisation and its members.

- Understand that the board's focus needs to be on strategic goals and policy implications rather than operational detail.
- Have read meeting papers before all meetings and be prepared to engage in deliberations by actively offering questions and comments that add value to the discussion to reach decisions.
- Act in the best interests of IMCL, irrespective of personal, professional, commercial or other interests, loyalties or affiliations and in compliance with the IMCL Code of Conduct.
- Attend board meetings, with limited absences.
- Commit to a collective decision-making process.
- Maintain strict confidentiality in respect of all matters considered by the board.
- Comply with their obligations under relevant laws and IMCL's policies.

Skills and Experience

This role will best suit an individual with accountant, financial controller, or Chief Financial Officer experience. Please note that this is a voluntary position. The successful Candidate will need to demonstrate a mix of the following skills and experience:

Essential:

- Experience of current corporate governance relevant to voluntary and community organisations
- Capability and willingness to oversee the practical operational aspects of the organisation's finances, including influencing direction, financial management and budget forecasting experience as well as statutory reporting experience
- Overseeing independence and performance of internal and external audit processes
- Strategic planning, critical thinking and influencing skills
- Willingness to uphold IMCL values
- High level of interpersonal skills and a constructive, collaborative approach

Preferred:

- Chartered Accountant or CPA or recent membership of either body
- Experience using business accounting software (IMCL uses Xero)
- Prior experience on a non-profit board or regular provision of reports to a non-profit Board

This role best suits an individual with accountant, financial controller, or Chief Financial Officer experience.

Time Requirements

This role requires the following time commitments:

- Attend Board meetings every two months, in person or via video conferencing.
- Participate in at least the Finance, Audit & Risk Sub-Committee. This meets on a Tuesday every quarter.

- Meet monthly with the CEO/Finance Officer and Finance Manager to review the monthly financial reports. This requires approximately 3 hours per month and approximately 1 day during budget finalization.