

# VOLUNTEER BOARD MEMBER — GENERAL

Board Position Description

Don't Forget My Pet Foundation | 2026

## Who We Are

The Don't Forget My Pet Foundation is a registered charity committed to helping individuals in need of support keep their beloved pets. With particular focus on supporting those facing financial difficulties and individuals dealing with illness, aging, disability, or mental health challenges.

Thereby preventing isolation and loneliness, and improving mental and physical well-being for all.

The human-animal bond is fundamental to our work. It is well known that people will delay their own health care needs for fear that something will happen to their animals. It can also be incredibly disruptive for animals to be removed from their homes when people need to go into hospital, rehabilitation, or respite.

Our aim, wherever possible, is to minimise disruption and keep animals at home — providing their owner with the time to rest and recover, knowing their pet is safe and cared for. We also assist as people transition back home, even when they may not yet be well enough to provide full care, so they can continue to benefit from the companionship their pet provides. This also takes the burden off rescue organisations and removes the pressure to surrender beloved animals.

Our services include Safety Net Foster Care, In-Home Pet Support, and a Pet Food Bank, delivered across Greater Geelong, the Bellarine Peninsula, and Ballarat. As we grow across other regional areas, the strength and commitment of our Board is critical to achieving our mission.

## Our Values

All Board members are expected to embody and uphold the DFMPF values in everything they do:

### Compassion

We believe in treating every human and their animal with kindness and empathy, understanding their unique needs and the bond they share.

### Community

We unite people, organisations, other non-profits, and businesses to support pets and their families. We are proudly inclusive — welcoming everyone, valuing every story, and ensuring no one is left behind.

### **Integrity**

We operate transparently and ethically, ensuring that our actions reflect our commitment to all the people we assist.

### **Hope**

We believe in second chances and the transformative power of love, working to keep people and their pets together through life's challenges.

## **About the Role**

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We are looking for passionate, skilled individuals to join our Board as General Board Members. Our Board consists of working Directors who actively contribute to the strategy, governance, and growth of DFMPF — not just attend meetings.

We welcome people with experience in marketing, fundraising, communications, community services, health, technology, legal, HR, or any other area where your expertise can help us grow. As a small and evolving organisation, the right person will help shape what this role looks like — bringing energy, ideas, and real commitment to our community.

Knowledge of aged care, disability, mental health, animal welfare, or the nonprofit sector is highly regarded.

## **Roles and Responsibilities**

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As a non-executive Board member, and in adherence with ACNC Governance Standards, you will be responsible for:

- Attending and actively participating in Board meetings and events
- Working collaboratively with fellow Board members and the Senior Leadership team
- Advancing the mission and strategic objectives of DFMPF
- Identifying fundraising, partnership, and community engagement opportunities
- Maintaining confidentiality over all DFMPF affairs
- Safeguarding the reputation of the Foundation and acting in its best interests at all times
- Declaring any actual, perceived, or potential conflicts of interest
- Contributing to at least one committee or area of organisational focus
- Proactively identifying, communicating, and working to resolve governance and strategic challenges as we grow
- Upholding the DFMPF values and Code of Conduct in all interactions

## **Networking and Fundraising — A Critical Priority**

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Networking and fundraising are among the most important contributions a Board member can make. As a small, growing charity, DFMPF depends on the collective networks, relationships, and advocacy of its Board to generate the resources needed to sustain and expand our impact.

Board members are expected to actively support fundraising and profile-building by:

- Leveraging personal and professional networks to introduce potential donors, corporate sponsors, partners, and advocates to DFMPF
- Actively cultivating and stewarding donor relationships on behalf of the organisation
- Participating in — and helping to promote — events and campaigns that raise DFMPF's profile and income
- Identifying grant opportunities and supporting funding applications where skills allow
- Representing DFMPF in the community and acting as an ambassador for our mission at all times
- Contributing personally at a level they are comfortable with

Board members who bring strong networks and a genuine commitment to opening doors for DFMPF will have an outsized positive impact on the communities we serve.

## Skills and Attributes

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We are looking for individuals who bring:

- A genuine passion for the DFMPF mission and the human-animal bond
- Effective communication skills and the ability to collaborate across a diverse team
- Strong commercial acumen and sound judgement
- A willingness to contribute beyond meetings — donating skills, time, and networks
- Marketing, fundraising, or community engagement experience (highly desirable)
- Knowledge of aged care, disability, mental health, nonprofit management, or community services (advantageous)
- An understanding of — or willingness to learn — their duties as a Director under the Corporations Act

## Desirable Experience Areas

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While no single candidate is expected to cover all areas, the following experience areas are particularly valuable to DFMPF at this stage of our growth. These are desirable, not required — we encourage you to apply if you have strengths in one or more of these areas:

### **Marketing**

Brand building, digital marketing, social media, communications, PR, or community engagement. Helping DFMPF grow its profile and reach more people who need us.

### **Technical — Coding / AI**

Software development, data systems, AI tools, or technology strategy. Supporting DFMPF to build scalable, technology-enabled service delivery as we grow regionally and nationally.

### **Strategy**

Business strategy, organisational planning, growth, or innovation. Helping shape the long-term direction of DFMPF and how we scale our impact.

### **Governance**

Legal, compliance, risk management, or nonprofit governance. Supporting DFMPF to operate with integrity and in line with our obligations as a registered charity.

### **Administrative**

Operations, finance, HR, project management, or organisational systems. Helping DFMPF run efficiently and sustainably as we grow our team and services.

## **Code of Conduct and Values in Action**

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All Board members are required to read and sign the DFMPF Code of Conduct 2026 prior to commencing their role. The Code is available in the Policies folder on the Foundation's OneDrive.

The Code of Conduct sets out the standards expected of everyone representing DFMPF, including:

- Treating everyone with respect, courtesy, and sensitivity — taking into account people's individual experiences and views
- Keeping all information regarding clients, participants, and organisational affairs strictly confidential
- Acting with honesty and integrity, and making decisions that are fair and equitable
- Refraining from posting anything on social media regarding the people or animals we are helping without prior permission from a DFMPF Director
- Striving to build a harmonious, inclusive organisation based on values in action
- Always acting in an inclusive and non-discriminatory manner toward all persons
- Upholding the organisation's vision, mission, and values in every interaction
- Complying with all relevant legislation, standards, and compliance obligations
- Being accountable for your own actions

Our values — Compassion, Community, Integrity, and Hope — are not aspirational statements. They are the way we work, the way we treat each other, and the standard we hold ourselves to as an organisation.

## Time Commitment

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As a young and growing organisation, DFMPF's Board consists of working Directors who contribute meaningfully to the organisation's operations and governance beyond simply attending meetings.

Board members are expected to:

- Attend a minimum of six Board meetings and six Strategy meetings per year (held via digital communication channels)
- Attend major fundraising events where possible
- Donate time to support the delivery of initiatives as required
- Actively advocate for DFMPF and assist in raising funds and building partnerships
- Dedicate individual time beyond formal meetings to fulfil the responsibilities of the role

We ask that the successful candidate commit to a minimum term of two years on the Board.

## What You Can Look Forward To

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- The opportunity to shape and grow a values-driven community organisation making a real difference
- Working alongside like-minded, passionate professionals dedicated to supporting vulnerable people and their pets
- Building meaningful connections across the Geelong community and the broader not-for-profit sector
- Developing your skills in governance, strategy, and nonprofit leadership

## How to Apply

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We welcome expressions of interest from committed individuals motivated by our vision. We are an inclusive organisation and value experience from a range of industries and backgrounds. Our values and culture are central to everything we do.

Please submit a cover letter and resume to [hello@dontforgetmypet.org.au](mailto:hello@dontforgetmypet.org.au), outlining how your skills and experience align with DFMPF's mission and values.

Note: The successful candidate will be required to complete a police check and sign the DFMPF Code of Conduct (2026) prior to commencing in the role.