



Position Description - Technical Board Director (Volunteer)

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| Volunteer position | Non-executive director (technical focus) |
| Location | Work from home with own devices and phone/internet |
| Work type | Voluntary, part-time, 2-year term, 16-20 hours per month |
| Start date | As soon as possible |

About Climate for Change (C4C)

C4C empowers Australians to participate in democratic dialogue and advocate for effective climate action. Through peer-to-peer engagement, community building and climate education, we build the groundswell of informed, active citizens needed to compel government action.

About Board Membership

The board has 5–10 members, all voluntary, serving two-year terms with half re-elected annually at the AGM. Board members are organisational ambassadors, expected to attend key events and actively support funding and partnerships.

All board members must hold a current C4C financial membership (annual fee: \$48 full / \$24 concession).

The expected commitment is 16–20 hours per month, covering:

- Monthly online board meetings, including preparation time
- One or two strategy sessions per year
- Active participation on one or two Board Subcommittees, however, the Technical Board Director sits exclusively on the Systems & Data Subcommittee.

About the Technical Board Director role

The Technical Director is the board's lead on technology, data and systems. This hands-on volunteer role requires solid technical expertise and consistent availability.

The role provides strategic oversight of C4C's technology infrastructure and steers the Systems & Data Subcommittee. Responsibilities include guiding an integrated software stack migration, ensuring appropriate data governance, and advising on technical risks and opportunities. The Technical Director is also responsible for ensuring C4C's technology practices meet relevant legal and regulatory obligations, including privacy and data security.

Key Responsibilities

- Technical Oversight and Reporting: Lead the architecture migration — evaluating platform options and presenting a recommendation to the board. Oversee data migration, key integrations (website, CRM, fundraising, EDM), and report progress and risks to the Executive Director and board.
- Discovery and Planning: Guide requirements gathering with staff and volunteers. Develop a high-level implementation plan, migration strategy and risk register to support board decision-making.
- Governance, Compliance and Documentation: Develop and maintain technology policies covering data governance and privacy. Ensure C4C meets relevant statutory and regulatory obligations in collaboration with the Risk & Governance Subcommittee.
- Systems & Data Subcommittee: Chair the subcommittee (scheduling, agendas, minutes). Keep the board informed on technology matters, guide technical volunteers and staff, and oversee strategic technology projects as required.
- Procurement: Support evaluation and onboarding of specialist partners if funding allows.

Key Selection Criteria

- Technical expertise – Relevant qualification or equivalent experience in IT, software development, systems/CRM migration, cloud platforms, or marketing automation; NFP or social enterprise experience is an advantage.
- Project leadership – Demonstrated experience managing complex technical projects, ideally system migrations, with the ability to develop implementation plans, risk registers and support board decision-making.
- Governance and compliance – Ability to develop technology policies, data governance frameworks and ensure obligations under relevant privacy and cyber security legislation are met.
- Communication and collaboration – Strong communicator who can translate technical concepts for non-technical audiences, and work constructively with board members, staff and volunteers in a small organisation.
- Mission alignment and capacity – Genuine commitment to C4C's mission, with the time to meet the 16–20 hours/month requirement and ideally networks that could support C4C's digital or fundraising capability.

Key Priorities for 2026

- Recruit technical volunteers (we have 3-4 people who have already expressed interest)
- Finalise discovery and requirements gathering for software system stack/architecture migration
- Oversee evaluation and selection of a preferred platform approach
- Oversee development and commencement of a phased implementation and migration plan
- Review and, where needed, strengthen C4C's cyber security and data protection practices
- Establish foundational data governance and privacy documentation (medium-term project)
- Introduce simple technical reporting to monthly board meetings (medium-term project)

How to apply

Please complete our [Board Application Form](#) by 11:59pm, Tuesday 23 June 2026.

Note: because this form has File Upload questions, respondents will be required to sign in to Google.