



Creative wellbeing for young people and communities

POSITION DESCRIPTION

Non-Executive Board Director

Kosmovision Foundation Ltd is an ACNC-registered health-promotion charity strengthening youth and community wellbeing through creative practice, storytelling, visual arts and community-based participation.

We deliver structured, community-based prevention and early-intervention programs that build identity, belonging, emotional literacy, resilience and agency. Our work is grounded in trauma-informed, culturally safe and neurodiversity-affirming practice.

Role purpose

This voluntary governance role supports the strategic direction, sustainability, integrity and accountability of Kosmovision as a young and growing charity.

Role details

Role title	Non-Executive Board Director
Organisation type	ACNC-registered health-promotion charity
Location	Melbourne / Hybrid (Australia)
Payment	Voluntary, unpaid governance role; reasonable out-of-pocket expenses may be reimbursed
Time commitment	Approximately 10-12 hours per month
Reports to	Chair of the Board
Focus	Governance, strategy, sustainability, finance, compliance and risk oversight

About the role

Kosmovision is a young and growing charity, and this is a genuine opportunity to help shape its foundations. We are seeking a Non-Executive Director who can contribute strategically to the governance, integrity and future direction of the organisation, and help guide a developing board through its early years.

We are particularly interested in people who bring strength in one or both of the following priority areas:

- Not-for-profit governance - prior experience as a board director or company secretary, with a sound understanding of directors' duties, board processes and ACNC obligations.
- Finance, compliance and risk - expertise in financial oversight, accounting, audit, budgeting or regulatory compliance to support the financial health and accountability of the charity. A Treasurer-style contribution is welcome.

We also welcome interest from people with skills in fundraising and philanthropy, communications and advocacy, legal and regulatory compliance, community engagement, or lived experience relevant to mental health, youth and community wellbeing, and the communities Kosmovision serves.

Key responsibilities and outcomes

- Prepare for and actively participate in Board meetings, committee discussions or working groups as agreed.
- Contribute to strategic oversight, governance and organisational decision-making.
- Support effective financial stewardship, risk management and organisational sustainability.
- Develop a sound understanding of Kosmovation's strategy, operations, programs and sector context.
- Exercise independent judgement while contributing collaboratively to Board discussions.
- Maintain confidentiality and act with integrity and professionalism at all times.
- Identify emerging opportunities, risks and strategic challenges facing the organisation.
- Champion Kosmovation's mission and values through professional, philanthropic and community networks.

What you'll bring

- Strategic thinking, sound judgement and a collaborative approach to board work.
- Integrity and a willingness to act in good faith in the best interests of the charity and its purpose.
- Eligibility to act as a director in Australia, including being aged 18 or over and not disqualified from managing a corporation.
- Commitment to mental health promotion, inclusion, creativity and the communities Kosmovation serves.
- Ability to read board papers, ask thoughtful questions and contribute constructively to decisions.

Time commitment

This is a voluntary, unpaid governance role of approximately 10-12 hours per month, including Board meetings held in a hybrid format, preparation, occasional committee or working group input, and selected organisational activities. The specific meeting schedule will be agreed at appointment.

Directors are not remunerated. Reasonable out-of-pocket expenses may be reimbursed where approved in advance.

Checks and conditions

- Eligibility to act as a company director in Australia.
- Satisfactory identity and reference checks.
- National Police Check and Working with Children Check where relevant to the role.
- Agreement to Kosmovation's Code of Conduct, safeguarding and confidentiality requirements.
- Disclosure of any relevant conflict of interest or formal disciplinary action that may affect the role.

Diversity and inclusion

Kosmovation values diversity and inclusion and strongly encourages applications from Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse communities, people with disability, LGBTQIA+ communities, neurodivergent people, and people with lived experience connected to mental health and wellbeing.

How to apply

To express your interest, please send a short cover letter (one page) outlining the skills and experience you would bring - particularly in governance and/or finance and compliance - together with your CV. We are happy to have an informal conversation before you apply.

Contact: contact@kosmovation.org.au · **Website:** [kosmovation.org.au](https://www.kosmovation.org.au) · **LinkedIn:** [Kosmovation Foundation Ltd](https://www.linkedin.com/company/kosmovation)

Kosmovation acknowledges Aboriginal and Torres Strait Islander peoples as the Traditional Owners and Custodians of the land on which we live, work and create, and pays respect to Elders past and present.