

POSITION DESCRIPTION

Position title	Board Director & Company Secretary		
Employment status	Volunteer	Commitment	3-5 Hours Per Month. Board meetings are currently held on Wednesdays every 2 nd month.
Salary	N/A		
Reports to:	Chair, StreetSmart Australia Board		
Location:	Melbourne, Australia or Remote		

Overview

The Directors of StreetSmart Australia are collectively responsible for the governance and strategic direction of the organisation as it implements its 2026–2030 Strategy. StreetSmart’s vision is that everyone in Australia has a safe and secure place to call home, and its purpose is to mobilise community generosity and enable grassroots organisations to prevent and respond to homelessness.

As a member of the Board, you will provide stewardship, oversight, and advice to help ensure the organisation remains purpose-aligned, financially sustainable, and compliant with its legal and ethical obligations. StreetSmart is governed by a skills-based Board committed to strong financial stewardship, social justice, and practical support of a small and dedicated team

Board Directors play a vital role in protecting StreetSmart’s low-burden, trust-based and grassroots approach while supporting purposeful growth, stronger systems, financial sustainability and national reach with locally led responses.

The role of Company Secretary is a Board Director who undertakes additional responsibilities to support the organisation

Key responsibilities:

Company Secretary	• Support the CEO and Chair with Board meeting coordination and taking of minutes. • Maintenance of the Company registers including register of members and directors. • Statutory compliance with applicable governance requirements including ACNC and ASIC governance standards, including preparation and submission of documentation. • Providing input into the annual audit and preparation of the Annual Accounts. • In consultation with the Chair, organisation of the annual Board and Committee calendar of meetings
Governance & Compliance	• Ensure the organisation complies with statutory and regulatory obligations, including those related to ACNC registration, Deductible Gift Recipient (DGR) status, and charitable fundraising laws. • Contribute to effective governance practices, including Board evaluation, risk management, and financial oversight.
Strategic Oversight	• Contribute to oversight of StreetSmart’s 2026–2030 Strategy, ensuring decisions align with the vision, purpose, strategic pillars and community impact goals.

	• Support implementation of the strategic pillars: mobilising community participation and funding, strengthening frontline impact, generating insight and enabling the sector, and building a sustainable and scalable organisation. • Identify emerging risks, opportunities, or trends in the external environment and bring insights from your sector or lived experience. • Support the CEO and staff in navigating strategic decisions related to growth, impact, sustainability, system capability and brand clarity.
Financial Stewardship	• Oversee financial reporting and performance at a governance level, ensuring that funds are used effectively and transparently. • Review and approve annual budgets, audited financial statements, and major investments or financial commitments.
Fundraising & Thought Leadership	• Champion StreetSmart's Purpose and campaigns within your networks and communities – especially with potential partners, philanthropy and the wider public. • Where appropriate, support fundraising, recurring giving, campaign participation, strategic partnerships and philanthropic engagement through introductions, storytelling, thought leadership or participation in events and campaigns. • Uphold our advocacy goals to amplify frontline voices and practical sector insight to strengthen public understanding of homelessness and build support for community-led responses.
Community Connection and Impact	• Provide insight into the needs, voices and priorities of people and communities affected by homelessness, drawing on lived experience, sector knowledge or community connection. • Ensure StreetSmart's approach to grantmaking and material aid remains equitable, evidence-informed, low burden and aligned to community need. • Respect and centre lived experience and frontline partner insight in governance discussions, program strategy, grantmaking and campaign development.
General Support	• Serve as a strategic partner to the CEO in areas of expertise and provide occasional hands-on support where it strengthens organisational capability. • Support capacity-building in areas relevant to the 2026–2030 Strategy, including fundraising, partnerships, technology and data, impact reporting, brand and communications, sector engagement, government engagement, legal, governance and people matters.

Attributes and Selection Criteria

- **Purpose and Values Alignment:** Deep commitment to StreetSmart's vision that everyone in Australia has a safe and secure place to call home, and to its purpose of mobilising community generosity and enabling grassroots organisations to prevent and respond to homelessness.
- **Strategic Leadership:** Experience in organisational strategy, planning or governance, with the ability to guide long-term priorities aligned to StreetSmart's 2026–2030 strategic pillars and implementation principles.
- **Community Participation, Fundraising and Partnerships:** Understanding of fundraising, recurring giving, campaigns, corporate partnerships or philanthropy, and willingness to support participation-based growth through networks, introductions, storytelling or campaign involvement.
- **Grassroots, Place-Based or Community-Led Impact:** Experience in grassroots, locally led or place-based initiatives, social services, housing or homelessness programs, with respect for low-burden and trust-based ways of working.
- **Lived Experience or Sector Insight:** Personal experience of homelessness, housing insecurity or systemic disadvantage is warmly welcomed and supported. Alternatively, experience working within the housing, homelessness or social services sector.

- Grantmaking, Material Aid or Impact Measurement: Understanding of grantmaking principles, philanthropic program delivery, material aid, impact reporting, partner satisfaction or assessing community need and strategic fit.
- Insight, Storytelling and Sector Enablement: Ability to value evidence, partner insight and lived experience, and to support storytelling, knowledge sharing, collaboration or convening that strengthens the homelessness ecosystem.
- Risk and Governance Awareness: Familiarity with not-for-profit governance responsibilities, risk management and compliance. Experience on Boards or committees is desirable, especially within small-to-medium organisations.
- Financial, Business or Systems Acumen: Experience or literacy in financial management, budgeting, business planning, revenue diversification, technology, data or organisational systems.
- Not-for-Profit Sector Experience: Experience working in or supporting not-for-profit or community organisations, especially those with lean teams, grassroots funding models or community partner relationships.
- Collaboration and Communication: High ethical standards, sound judgment and the ability to contribute respectfully and constructively to Board discussions, working with diverse perspectives while supporting the CEO and team.

StreetSmart Australia is an Equal Opportunity Employer. Aboriginal and Torres Strait Islander people, people with disabilities, LGBTQIA+ people, people with lived experience, and culturally and linguistically diverse people are strongly encouraged to apply. We are happy to adjust our recruitment process to support accessibility needs.

Last updated August 2026