



Position Title	Secretary (volunteer role)
Location	Flexible within Victoria
Duration of Assignment	1 -3 years
Start Date	Immediate

About Kids in Nature Network

Founded in 2010, the Kids in Nature Network (KINN) acts to empower, connect and grow a movement of individuals, families and organisations who are committed to reconnecting children with nature. Over the past 10 years we have established ourselves as a cross-sectoral network and the go-to platform on kids and nature here in Victoria.

We work to link up key initiatives that promote the role of experiencing nature for children’s well-being and development and to facilitate a deep connection to the natural world. Our annual signature event, Nature Play Week, hosts hundreds of events and sees thousands of children outside, engaging in nature play.

KINN has proven to be relevant and viable as an organisation for over 10 years, so last year we moved to a new phase as an incorporated association, building a more sustainable structure.

KINN is currently an incorporated association but aims to register with the Australian Charities and Not-for-profits Commission (ACNC) in the future.

Assignment overview and objectives

This is a pro-bono position and will contribute to strategic planning and the administrative, constitutional and legal requirements of KINN, enabling KINN to achieve its mission: for all children to be able to experience, love and look after nature.

As a board member of KINN, you will be actively involved in shaping the future of the organisation and its key initiatives.

Duties and responsibilities

- To be part of a dynamic Board with oversight of constitutional and legal governance to the Board, and to staff.
- Coordinate Board meetings, agenda and write minutes
- In collaboration with the President, compile the Annual Report and lead other key reporting
- Ensure the operations of the organisation aligns with the constitutional framework and obligations; and advise options when modification is necessary.
- Liaise with legal representation as required for the organisation
- Assist in grant writing and funding applications where relevant
- Attend monthly meetings of the Board in person or online and other committee meetings as required of a Board member, such as strategic planning sessions.



reconnecting kids to nature

Selection criteria

- Demonstrated experience in a similar position and strong understanding of the constitutional and legal requirements of Incorporated Associations
- Strong administrative skills and experience in concise and accurate minutes
- Excellent communication and teamwork skills
- Have a collaborative approach
- Committed to the values of the organisation
- A passion for connecting kids to nature

Other information

Time Commitment: Organise and attend monthly teleconferences approx. 2 hrs/month plus about 1 hr of background reading/minutes/agenda preparation. Regular email and discussion, minimum 2 hr/week. Prepare annual report: 8 hours approx. Other commitments: annual strategic planning, event launches and annual social events.

As a member of Kids in Nature Network Inc. and Board member you would sign on to KINN's Values and the Code of Conduct.