



Director

Also known as Board Member or Committee Member. A voluntary governance role providing strategic leadership, oversight, and stewardship of Mates From Himalayas (MFH)

Mates From Himalayas (MFH)

MFH-PD-DIR-01 | May 2026 | Board of Directors (Committee)

MATES FROM HIMALAYAS (MFH)

Engage, Educate, Empower

mfh.org.au

POSITION DESCRIPTION | VOLUNTARY GOVERNANCE ROLE | SYDNEY

Voluntary Role Governance and oversight	Term Up to three 3-year terms	Accountable To The Board and mates of MFH
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01 Position Overview

Organisation	Mates From Himalayas (MFH)
Position title	Director (also known as Board Member or Committee Member)
Governing body	Board of Directors (Committee) under the Associations Incorporation Act 2009 (NSW)
Position code	MFH-PD-DIR-01
Engagement type	Voluntary governance position (unpaid, honorary)
Location	Sydney, New South Wales (onshore)



Accountable to	The Board and mates of Mates From Himalayas (MFH). The Board is chaired by the President.
Working relationships	President, Secretary, Treasurer, fellow Directors, Operational Leads of Mental Health, Gambling Harm Prevention and Water Safety, and the wider MFH team
Term of office	Up to three consecutive three-year terms, in accordance with the MFH Constitution
Time commitment	Governance based, with an estimated average of four to six hours per month (see Section 09)
Document status	Open for expressions of interest as of May 2026

02 About Mates From Himalayas (MFH)

A registered not-for-profit organisation supporting culturally and linguistically diverse (CALD) communities, with a primary focus on Nepali-speaking communities by raising awareness, reducing stigma, providing cultural consultations in Mental Health, Gambling Harm Prevention and Water Safety.

Through culturally inclusive education, advocacy, and innovative community programs, we aim to create awareness to foster open conversations without judgment and connect individuals to culturally informed, safe and appropriate support services.

03 About the Board of Directors

The Board of Directors, known in the MFH Constitution as the Committee, is the governing body of Mates From Himalayas (MFH). The Board holds ultimate responsibility for the strategic direction, governance, financial stewardship, and integrity of the organisation. It ensures that MFH remains true to its purpose, serves the Nepali-speaking and broader CALD community with cultural safety and dignity, and meets its obligations under the



Associations Incorporation Act 2009 (NSW) and the Australian Charities and Not-for-profits Commission (ACNC) Governance Standards.

The Board comprises the President, the Secretary, the Treasurer, and a minimum of two ordinary members, up to a maximum of fifteen members in total. Directors bring a balance of governance experience, professional skill, lived experience, and deep connection to the community that MFH serves. The Board works collaboratively, guided by the President, to set direction while empowering Operational Leads and teams to deliver the three MFH programs of Mental Health Support, Gambling Harm Prevention, and Water Safety.

A Director contributes to sound, transparent, and culturally grounded decision making. Directors do not manage the day to day operations of MFH. Instead, they provide oversight, ask considered questions, safeguard the interests of the organisation and its community, and uphold the values and mission of MFH at the highest level.

04 Purpose of the Role

To provide strategic leadership, governance oversight, and responsible stewardship of Mates From Himalayas (MFH), ensuring that the organisation is well governed, financially sound, legally compliant, culturally safe, and faithful to its mission of serving the Nepali-speaking and broader CALD community with dignity, advocacy, and care.

05 Key Responsibilities

Directors share collective responsibility for the governance of MFH. Each Director is expected to contribute actively to the work of the Board across the following areas.

Responsibility Area	Description
Strategic Direction	Contribute to setting and reviewing the strategic direction, vision, and



	priorities of MFH, and ensure that all activities remain aligned with the organisation purpose and values.
Governance Oversight	Ensure MFH is governed in accordance with its Constitution, the Associations Incorporation Act 2009 (NSW), the ACNC Governance Standards, and the full suite of MFH policies.
Financial Stewardship	Oversee the financial health of MFH, including reviewing and approving budgets and financial reports, monitoring financial performance, and ensuring that MFH does not operate while insolvent. Note that all transactions require two Committee member signatures.
Risk Management	Identify, monitor, and oversee the management of organisational risk in line with the MFH Risk Management Policy, including risks to community wellbeing, reputation, finances, and compliance.
Policy Approval	Consider and, where appropriate, approve organisational policies by Board resolution as Stage 1 of the MFH two-stage approval process, ensuring the policy framework remains current and fit for purpose.
Program Oversight	Provide governance level oversight of the three MFH programs of Mental Health Support, Gambling Harm Prevention, and Water Safety, while respecting the operational authority of the Operational Leads.
Compliance and Reporting	Ensure MFH meets all legal, regulatory, and reporting obligations, including annual reporting to the ACNC and compliance with NSW associations and fundraising law.
Meeting Participation	Attend and actively participate in Board meetings and the Annual General Meeting, having read papers in advance, and contribute considered, respectful, and constructive input to decisions.
Collective Decision Making	Support decisions made by the Board once resolved, recognising the principle of collective responsibility, while being free to record a dissenting view in the minutes where warranted.
Conflict of Interest	Declare and appropriately manage any actual, potential, or perceived conflicts of interest in line with the MFH Conflict of Interest Policy, and act at all times in the best interests of MFH.
Community	Act as an ambassador for MFH, championing its mission, building



Advocacy	relationships with partners and supporters, and advocating for the Nepali-speaking and broader CALD community.
Cultural Safety	Champion and model cultural safety in all Board deliberations and decisions, ensuring the voice, dignity, and lived experience of the community remain central to governance.
Continuous Improvement	Participate in Board induction, development, and review activities, and contribute to the ongoing improvement of MFH governance, including the Constitution review process.

06 Directors Legal Duties

As a Director of a registered not-for-profit, each Board member carries important legal duties. These duties exist to protect MFH, its community, and the public. By accepting appointment, a Director agrees to uphold the following duties at all times.

Duty	Description
Duty of Care and Diligence	To act with the degree of care and diligence that a reasonable person would exercise in the same position, making informed and considered decisions.
Duty of Good Faith	To act honestly, in good faith, and in the best interests of MFH and its purpose, and for a proper purpose at all times.
Duty Regarding Position	Not to improperly use the position of Director to gain an advantage for oneself or another person, or to cause detriment to MFH.
Duty Regarding Information	Not to improperly use information obtained as a Director, and to maintain the confidentiality of MFH information at all times.
Duty to Disclose Conflicts	To disclose and appropriately manage any material personal interest or conflict of interest, in line with the MFH Conflict of Interest Policy.
Duty of Financial Responsibility	To ensure the financial affairs of MFH are managed responsibly and that MFH does not trade or operate while insolvent.



These duties reflect the ACNC Governance Standards and the Associations Incorporation Act 2009 (NSW). Directors are encouraged to seek guidance from the President or Secretary, or independent advice, where they are unsure about how a duty applies to a particular decision.

07 Selection Criteria

Directors are sought for the skills, experience, judgment, and community connection they bring to the Board. MFH welcomes expressions of interest from people of all backgrounds, lived experiences, and identities, and is committed to a fair, transparent, and culturally safe selection process. The Board values diversity of perspective and seeks a balanced mix of skills across its membership.

Essential Criteria

- Completed a minimum of an undergraduate or postgraduate degree in Australia, in any field of study with minimum six months of postgraduate experience (Unless exempted by Board of Directors).
- Currently residing in Sydney, New South Wales, and able to attend Board meetings and the Annual General Meeting in person.
- A genuine commitment to the mission, values, and community of Mates From Himalayas (MFH).
- Willingness and capacity to commit the estimated time required, including meeting preparation, across a three-year term.
- Sound judgment, integrity, and the ability to contribute to respectful, considered, and collective decision making.
- Understanding of and respect for the Nepali-speaking and broader CALD community context in Australia.
- Willingness to understand and uphold the legal duties of a Director and to act at all times in the best interests of MFH.
- Willingness to comply with all MFH policies, the Code of Conduct, the Conflict of Interest Policy, and the two-stage approval process.
- Willingness to complete a National Police Check, and a Working with Children Check (NSW) where required.



Desirable Criteria

- Proficiency in Nepali language, both spoken and written.
- Lived experience within, or close connection to, the Nepali-speaking community in Australia.
- Prior governance experience as a director, board member, or committee member of a not-for-profit, charity, or community organisation.
- Professional expertise valuable to a community board, such as finance, accounting, law, governance, health, mental health, social work, education, marketing, fundraising, or community development.
- Understanding of not-for-profit governance, the ACNC, or the Associations Incorporation Act 2009 (NSW).
- Established networks within community, government, philanthropic, or service provider sectors.
- Experience in advocacy, partnerships, or strategic planning

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Eligibility Requirements

Requirement	Description
Education	Candidates must have completed at least an undergraduate or postgraduate degree in Australia. Any field of study is acceptable. Evidence of qualification may be requested during the selection process.
Age	Candidates must be at least 18 years of age.
Location	Candidates must be based in Sydney, New South Wales, and have the right to live in Australia. This is an onshore governance role.
Disqualification	Candidates must not be disqualified from managing a corporation under the Corporations Act 2001 (Cth) or by the ACNC, and must disclose any matter that may affect their eligibility, including bankruptcy.
Membership	In accordance with the Constitution, Directors are members (Mates) of MFH. Successful candidates who are not yet members will be



	supported to become members upon appointment.
Engagement Basis	This is a voluntary, honorary governance position. The role is unpaid and does not create an employment relationship. No superannuation, leave entitlements, or wages apply. Reasonable, pre-approved expenses may be reimbursed.
Background Checks	Successful candidates must obtain or hold a current National Police Check. A Working with Children Check (NSW) is required where activities involve children and young people.
Code of Conduct	All Directors are required to read, sign, and comply with the MFH Code of Conduct, Conflict of Interest Policy, Privacy and Data Protection Policy, and the full MFH policy framework.

09 Term, Time Commitment and Meetings

Arrangement	Details
Term of office	Directors may serve up to three consecutive three-year terms, in accordance with the MFH Constitution, subject to election or appointment as required.
Estimated time commitment	Governance based, with an estimated average of four to six hours per week across the year. This varies, being lighter between meetings and heavier around Board meetings, the Annual General Meeting, and reporting periods.
Board meetings	The Board meets a minimum of 12 times per year as required by the Constitution, with MFH working toward four or more meetings per year. Directors receive at least two weeks notice of meetings.
Annual General Meeting	Directors attend the Annual General Meeting, held within six months of the close of the financial year, by 31 December each year.
Preparation	Directors are expected to read Board papers in advance, prepare for discussions, and follow up on any actions assigned to them



	between meetings.
Subcommittees and portfolios	Directors may be invited to contribute to subcommittees or to support a program portfolio, which may involve additional time by mutual agreement.
Meeting conduct	A quorum of three members is required for Board decisions. Proxy voting is not permitted under the Constitution. Directors are expected to attend in person.
Reimbursement	Reasonable, pre-approved out of pocket expenses may be reimbursed in line with the MFH Financial Management Policy and the two-stage approval process.

10 What You Will Gain

Serving as a Director of MFH is a meaningful way to give back, to lead, and to shape the future of a community organisation that genuinely changes lives. As a Director, you will:

- Provide governance leadership to a values-led organisation serving the Nepali-speaking and broader CALD community.
- Develop and apply board level skills in strategy, finance, risk, and not-for-profit governance.
- Work alongside a committed, collegial Board and leadership team united by a shared mission.
- Build networks across community, government, philanthropic, and service provider sectors.
- Contribute your skills, experience, and lived wisdom to decisions that strengthen community wellbeing.
- Receive a structured induction, ongoing support, and acknowledgement of your contribution.
- Be part of an organisation committed to its mission to Engage, Educate, and Empower.



11 How to Express Interest

MFH welcomes expressions of interest from individuals who share our commitment to community, cultural safety, and good governance. Expressions of interest will be considered as they are received.

Step	Details
Expression of interest	A short letter (maximum two pages) outlining your interest in the role, the skills and experience you would bring to the Board, and your connection to the MFH mission, together with a current curriculum vitae.
Submission	Expressions of interest should be submitted by email to info@mfh.org.au , with the subject line: Director (Board Member) - Expression of Interest.
Process	Shortlisted candidates will be invited to meet with the President and Board of Directors. The Board may co-opt or appoint Directors in accordance with the Constitution, with confirmation of ongoing appointment by election of members where required.
Appointment	Appointment is subject to the MFH two-stage approval process: Board resolution (Stage 1) and Presidential signature (Stage 2), and to the requirements of the Constitution. No appointment is operative until both stages are complete.
Enquiries	Confidential enquiries about the role may be directed to info@mfh.org.au .



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Our Commitment to Cultural Safety

MFH is committed to creating a governance and working environment that is safe, respectful, and inclusive for all people, regardless of background, language, religion, gender, age, ability, sexuality, or lived experience. Directors are expected to model cultural safety at the highest level, ensuring that the voice, dignity, and lived experience of the Nepali-speaking and broader CALD community remain central to every decision the Board makes. Good governance at MFH is not only lawful and diligent. It is warm, humble, and deeply respectful of the community we serve.

Mates From Himalayas (MFH) is proud to be a not-for-profit organisation that walks alongside the Nepali-speaking and broader CALD community in Australia. We are grateful for every Mate who steps forward to serve, to lead, and to give their time, wisdom, and energy in service of our shared mission to Engage, Educate, and Empower.