

National Council of Jewish Women of Australia Victoria



A not-for-profit serving Jewish women and the broader community

ncjwaVIC

Board position / office bearer:	President
Job Type:	Voluntary Board leadership role
Reports to:	Board of NCJWA Vic, accountable to membership
Location:	Melbourne, Victoria

HELP LEAD THE NEXT CHAPTER OF NCJWA VIC

Every great organisation plans for its future. As NCJWA Vic approaches its centenary, we are looking to appoint our next President and Vice President, two exceptional women who will help shape the future of one of Australia's oldest and most respected Jewish women's organisations.

Founded in 1927 by Dr Fanny Reading, NCJWA Vic has a proud legacy of advocacy, leadership and service. Today, we continue to empower women and girls through meaningful programs, community connection and courageous leadership.

These appointments are part of our long-term commitment to strong governance, thoughtful succession planning and sustainable leadership. Both roles offer a supported transition, with shadowing of and mentoring from outgoing leaders and the opportunity to work alongside an experienced and collaborative Board before taking on greater responsibility.

Whether you bring significant governance experience and are ready to lead as President, or you are a trusted community connector looking to grow into senior leadership through the Vice President role, this is an opportunity to make a lasting contribution to our community at an exciting moment in our history.

If you are passionate about women's leadership, the Jewish community and helping shape the future of a values-driven organisation, we warmly encourage you to express your interest.

ABOUT THE ROLE

The President is the principal governance leader of NCJWA Vic, responsible for the effective oversight of the Board and the strategic direction of the organisation. This is a role for someone who combines genuine governance capability with a passion for the Jewish community and women's leadership.

Working closely with the Vice President and a committed volunteer board, the President chairs Board meetings, stewards the organisation's mission, and ensures accountability to our members and stakeholders.

This position includes a small operational dimension. The President works closely with our leadership team being accessible, responsive, and willing to guide and support them as needed. We are looking for someone who leads from alongside, not just from above.

KEY RESPONSIBILITIES

Governance and Leadership

- Chair Board meetings and the Annual General Meeting, ensuring effective governance and decision-making.

- Provide strategic leadership and help set the organisation's direction and priorities.
- Lead the organisation and oversee governance across its three legal entities.
- Oversee compliance with legal, regulatory and constitutional obligations across all entities.
- Work closely with the Vice President, Secretary, Treasurer and executive team to ensure the effective governance and ongoing health of the organisation.
- Support and develop Board members in their governance roles.
- Provide leadership and oversight to the Board's committees, working closely with Committee Chairs to ensure committee activities align with the Board's strategic priorities and that matters are appropriately escalated for Board consideration.
- Lead succession planning and leadership pipeline development.
- Support the recruitment, induction and ongoing development of new Board members.

Organisational Leadership

- Provide hands-on leadership to support the effective operation and sustainable growth of the organisation
- Mentor, support and develop emerging organisational leaders, helping build leadership capability and organisational capacity.
- Support the development, implementation and evaluation of the organisation's programs, ensuring alignment with the strategic direction and mission.
- Act as one of the organisation's authorised signatories

External Relationships and Growth

- Act as a primary spokesperson and ambassador for NCJWA Vic with key stakeholders, partners and funders.
- Build and maintain strong relationships with donors, supporters, community partners and other stakeholders to strengthen the organisation's profile, impact and sustainability.
- Identify and support opportunities for organisational growth, strategic partnerships and community engagement.

WHAT WE'RE LOOKING FOR

Essential:

- Experience in a governance or board role as a director, committee chair, or equivalent
- Understanding of not-for-profit governance frameworks and board responsibilities
- Strong leadership presence and the ability to chair meetings effectively and inclusively
- Demonstrated connection to and respect within the Jewish community
- High integrity, sound judgement, and the ability to navigate sensitive matters with care
- Commitment to gender equity and women's leadership

Valued (not essential):

- Experience in advocacy, community services, or the women's sector
- Existing relationships with philanthropic foundations or major donors
- Legal, finance, or organisational management background

WHAT THIS ROLE OFFERS

- The opportunity to lead one of Melbourne's most respected Jewish women's organisations
- A collegial, values-driven board with genuine commitment to the mission
- Mentorship and handover support from outgoing leadership during a structured transition period
- The satisfaction of meaningful community impact at a significant moment in the organisation's history

A SUPPORTED TRANSITION

We are committed to making this transition as smooth as possible. The incoming President will benefit from a structured handover period working alongside outgoing leadership, who bring deep institutional knowledge and a genuine desire to set their successor up for success.

During the transition period you can expect:

- Direct mentoring and briefings from the outgoing President and Vice President
- Introduction to key stakeholders, funders, and community partners
- Full access to organisational history, strategic documents, and governance records
- Ongoing support from an experienced and committed board

You will not be stepping into the unknown, you will be stepping into a role with a strong foundation and people who want you to thrive.

HOW TO EXPRESS INTEREST

We warmly invite expressions of interest from women who are ready to bring their governance experience and community commitment to this role. The Board will consider nominations and present a recommendation for member endorsement at the AGM.

Please send a brief expression of interest outlining your background and what draws you to this role to office@ncjwavic.org.au.