



United Nations Association of Australia **Director and Secretary**



- Join the national board of the organisation that promotes the UN, its vision and programs in Australia
- Lead governance frameworks, policy and practice to grow our capacity to engage, inform and inspire Australians in global citizenship
- Make an impact through our UNAA Strategy 2030 implementation

Short description

The chosen candidate will work in an exciting role as Director and Secretary of the UNAA while applying and growing their skills and gaining experience with a national for purpose organisation with an international outlook. Learn more about the UNAA at www.unaa.org.au.

Detailed description

The role

The National Board is the peak decision-making body of the UNAA, a federated, not for profit organisation which promotes the United Nations in Australia. UNAA board members must be committed to promoting the UNAA and the work, goals and values of the United Nations (UN) and fulfilling our Code of Conduct.

The Secretary is a member of the UNAA Executive, supports the President in the preparation of bi monthly Board Agendas, Papers and Minutes, supports the Board with the review and implementation of the Constitution, policy framework and strategy, and recruits, engages and recognises the National Office of volunteers.

The criteria

We are seeking applicants who:

- have a knowledge and passion for the United Nations and Australia's role within it, experience working within the UN system highly valued
- possess strong governance skills and experience and working knowledge of the regulatory frameworks for charities in Australia
- have demonstrated experience in for purpose governance, strategy, constitutions, regulatory frameworks, regulatory reporting, internal policy frameworks and volunteer management
- bring capacity and willingness to work with volunteers to implement strategy
- personally, are innovative and flexible, and able to work in federated board with a high level of integrity, professionalism and respect for diversity
- reflect the diversity of Australia and our members.

Who can apply?

This role is open to Australian citizens from anywhere in Australia who meet the selection criteria. Our Board is committed to building a diverse and inclusive organisation and Board that reflects the diversity of Australia. Applicants from outside Sydney and Melbourne, people of Aboriginal and Torres Strait Islander background, people of colour and people with disabilities are strongly encouraged to apply.

The commitment

The successful candidate must have the willingness to contribute the time required on a volunteer basis. The National Board plans to meet bi-monthly usually by zoom for 90-120 minutes and in person once or twice a year. It is a requirement to attend all Board meetings. The role requires five to ten hours per month outside of meetings and meeting preparation. Each director brings specialist skills, networks and resources to the Board. The role includes building capacity and alignment across our UNAA family of associations.

How to apply?

Send a one page expression of interest addressing the selection criteria and a CV of no more than four pages to admin@unaa.org.au by **19th September 2026**

Please use 'Director and Secretary' for the subject line of your email.

Please note, we are only able to provide feedback to shortlisted applicants.

Opportunity friend name

Independent Director-United-Nations-Association-of-Australia

Tags

Governance, for purpose, national, international, United Nations

Location

National role, anywhere in Australia

Salary

Voluntary

Role Type

Non Executive Director, Treasurer

Applications to admin@unaa.org.au

Contact Brian Gleeson, Vice President

Email admin@unaa.org.au