



COMMUNITY
GARDENS
AUSTRALIA

Board Chair (Volunteer) – Community Gardens Australia

Position Description

About Community Gardens Australia

Community Gardens Australia (CGA) is the national peak body supporting community gardens across the country. Our network connects hundreds of gardens and grassroots initiatives that empower people to grow food, build community, and foster sustainable living.

We are an all-volunteer organisation that exists to strengthen the visibility, capacity, and impact of community gardens through advocacy, connection, and knowledge-sharing. CGA is committed to inclusivity, and environmental responsibility and justice.

The Opportunity

We are seeking a Board Chair to lead our organisation as it continues to grow and expand. This is a unique opportunity to guide CGA at a critical point in the organisation's development.

CGA is entirely powered by volunteers. As such, we're looking for someone who not only understands the governance and leadership dimensions of a not-for-profit but also has a demonstrated ability to identify and secure funding opportunities. The ideal applicant will appreciate the volunteer culture, and bring creative approaches to attracting, engaging, and sustaining volunteers across the country.

You will be working alongside a collaborative, passionate team of Directors and regional representatives committed to making a real difference.

Role Purpose

The Chair will:

- Provide effective leadership and governance oversight to steer the organisation as it expands its services and programs
- Work with the Treasurer and Board to diversify and grow the organisation's income streams to ensure long-term financial security
- Work with the Board to further develop and implement a strategic plan that builds on recent growth in the organisation
- Represent CGA to members, external stakeholders, funders, and aligned organisations.
- Champion and strengthen CGA's volunteer network, including national reps and community contributors.

Key Responsibilities

1. Governance & Strategic Leadership

- Ensure CGA complies with its constitution, relevant laws, and best practices in the NFP sector.
- Ensure appropriate financial oversight, in collaboration with the Treasurer and Board.
- Lead monthly online Board meetings and the Annual General Meeting.
- Guide the Board to work collaboratively to achieve CGA's strategic goals

2. Culture, Delegation & Volunteer Engagement

- Facilitate Board meetings and encourage constructive, strategic discussion
- Engage the board in strategic planning and implementation
- Appoint Board committees/working groups
- Create a respectful, transparent, and inclusive Board culture.
- Delegate responsibilities effectively to support shared leadership.
- Encourage ongoing development and training for Board and volunteers.
- Lead the development of volunteer recruitment, recognition, and retention strategies to sustain a vibrant national network.

3. External Representation & Advocacy

- Act as a spokesperson and ambassador for CGA when needed.
- Attend CGA Gatherings, networking events, and sector forums (as available).
- Build relationships with allies, sponsors, funders, donors, and stakeholders aligned with CGA's mission.

Key Skills & Attributes

Essential

- Proven leadership in a community, not-for-profit, or governance setting.
- Experience as a Non Executive Director for a minimum of five years.
- Financial literacy and understanding of not-for-profit financial planning and reporting.
- Excellent communication and facilitation skills.
- Strong strategic thinking, integrity, time management, and decision-making abilities.
- High emotional intelligence; able to encourage others while addressing challenges constructively.
- Demonstrated respect for volunteerism, and a commitment to developing and sustaining a thriving volunteer culture.

Highly Desirable

- Experience as a Board Chair
- Experience leading organisations through periods of growth and change
- Experience in building partnerships, fundraising, or securing sponsorships.
- Experience in environmental education, urban agriculture, grassroots food systems or similar fields
- An existing network of contacts aligned with CGA's values and mission.

What You'll Gain

- A national leadership platform in a growing organisation.
- The opportunity to work with passionate volunteers making tangible change.
- The satisfaction of helping strengthen community resilience, local food security, and sustainability.

- A meaningful, purpose-driven role aligned with grassroots values and national reach.
- Further training opportunities in governance and not-for-profit leadership

Work type, time commitment, and equipment

This is a voluntary, unpaid position. While a two-year commitment is preferred, shorter terms can be considered for the right candidate. Board members are required to attend at least 80% of the monthly Board meetings each year.

All CGA positions are performed remotely and the Chair will communicate with their CGA colleagues via email, phone, and video conferencing. The Chair will need to supply and use their own device/s while undertaking this position.

How to Apply

To express your interest, please submit:

- A short cover letter outlining why you're interested in the position and why you believe you would be a strong candidate
- A CV summarising your relevant governance and leadership experience.
- Please supply a link to your LinkedIn profile if you have one

Send to: secretary@communitygarden.org.au

Applications close: 25/8/25

www.communitygarden.org.au

Community Gardens Australia is committed to fostering a diverse and inclusive organisation where everyone feels valued and respected. We welcome expressions of interest from Aboriginal and Torres Strait Islander peoples, people with disabilities, and individuals from diverse cultural and linguistic backgrounds. We believe that diverse lived experiences and perspectives strengthen our collective decision-making and support our mission. If you require any adjustments to participate in the expression of interest or selection process, please let us know through your application.