**Volunteer role - Company Secretary**

**Organisation**: <Insert legal name of non-profit>

**Location:** <where the volunteer will work from e.g. home, office>

**Time required**: <insert days or hours per week>

**Duration of project**: <how many years commitment?>

**Sector:** <what is your charity sector focus>

**About You**

**(This is a summary of the perfect person you are looking for – change the content below to match your needs)**

You are looking for a tangible way to apply your excellent organisational, governance and administrative skills into a social purpose organisation, where your contribution is valued. You are not between jobs or looking for a full time role. You are not looking for financial remuneration; rather the reward you seek is to see positive social change for those who are struggling in Australia.

You’ll be a whiz-bang administrator with a ‘get stuff done’ attitude in a fast paced virtual environment. Technology is your friend. You have a mean eye for detail and establishing effective processes. You love governance and compliance. All this, coupled with your calm demeanour and good sense of humour will be eagerly applied to support a visionary founder, a voluntary and time stretched board, and a suite of helpers.

You are happy to work at least a day a week (spread across the week or one day) from home, café’s, various meeting rooms, and you have access to wifi, a trusty laptop, and are proficient in the general suite of Office programs and Google Docs.

You are very comfortable in a diverse environment with people from all walks of life.

If you can tick most of the above, please get in touch immediately.

**About Us <Insert charity name>**

<insert a couple of paragraphs about your organisation and provide a hyper link to your registration on the ACNC site.

**Our Charitable Purpose**

<Why you exist e.g. Vision, mission, objectives>

**Our unique position**

<insert details that clearly tell the candidate about what makes your organisation special/stand out>

**Our founder**

<insert short sentence about how your organisation came to be, or its founder?

**Other**

<insert anything that will help the candidate understand what they are coming in to. E.g. we are tiny start up, we operate virtually, we are all volunteers>

**About this Role** (adjust as required)

This is a voluntary position and not a paid role.

As a vital member of our team will work closely with <charity> Board members, founder <insert name> and myriad of helpers, to help build a cohesive and effective operating environment and to prepare for Board meetings, ensuring adherence to the Australian not-for-profit corporate governance guidelines.

You will be our key administration and compliance officer. You will be happy to make a <insert time commitment> to <charity>.

**Responsibilities and Duties**

**Charity governance and compliance – Company Secretary**

* Fulfil the legal obligations, duties and responsibilities as an officer of the company in the capacity of a Company Secretary as set out in the Corporations Act.
* Act as a corporate secretary to assist the statutory Secretary with the legal obligations, duties and responsibilities as set out in the Corporations Act.
* Manage Board processes – Board and committee papers and circulation of agendas, recording minutes, discussion papers and proposals for the Boards and their committees.
* Board Induction and Charter document and process to ensure Directors know and understand their responsibilities and <Insert charity name> expectations of them.
* Organise and run the Annual General Meetings and Meetings of Members of <Insert charity name>.
* Ensure the necessary registers are established and maintained in accordance with the Corporations Act.
* Ensure records of members’ and directors’ meetings are kept in compliance with the Corporations Act and the <Insert charity name> Constitution.
* Understand and ensure that <Insert charity name> complies with its statutory obligations, ensuring the requirements of ASIC, ACNC, Consumer Affairs <insert state> and other regulators are met.
* Procure advice for directors regarding application of the Corporations Act, company constitution and other legal and regulatory requirements.
* Development, implementation, communication and maintenance of compliance policies, processes and procedures.
* Advise the Board on good practice in corporate governance.
* Ensure the Board has all the information required to make informed decisions.
* Organise and record the Board annual performance review.
* Maintain director’s personnel files and ensure they are kept updated.

**Skills and Experience**

* Organised, reliable, enthusiastic and motivated
* Excellent written and verbal communication skills
* Good interpersonal skills– able to work in a team situation and communicate clearly
* Assertive and structured individual with considerable experience in Board management
* Able to work remotely within flexible hours, across multiple locations in <insert city or suburb>
* Ability to think outside the square, be a self-starter, work autonomously
* Ability to work inside a strict corporate and regulatory environment (i.e. not-for-profit Board governance)
* Proactively identifies opportunities for improvement to governance structures
* Natural mind for risk mitigation
* Discretion for confidential information.

**Desired but not essential**

* Knowledge of the Not for Profit and charity sector
* Experience in a similar role
* Commitment to a <insert time frame> stay in this role.

**The benefits of volunteering with us (adjust content as appropriate)**

* Experience with a new, fast growing and innovative Australian charity.
* Connect with creative, thoughtful and conscious leaders and people with a passion for <insert our cause>.
* Being able to say ‘I was there at the coal face with this organisation’ at their start up.
* Being able to add a myriad of ‘tangible outcomes and outputs’ to your CV.
* We have a good time as well as get serious stuff done. We know how to have a laugh.
* Validate the amazing skills you think you have!

**Board of Directors**

<insert profile of each board director>

**Contact Us**

**Please provide a written response to the criteria**

Name: <insert name, position of key contact for the role>

Phone:

Email: