

Employee Position Description

Position Details		
Position Title: Company Secretary	Department: Corporate services	Agreement: Individual Flexible Agreement
Reports To: Board Chair	Location: Richmond, and other sites as required	
Direct Reports: NIL	Employment Status: Permanent P/T or Contractual (12 hours per month)	Classification: TBA
Position Primary Purpose		
<p>The principal objective of this position is to facilitate AccessHC’s corporate governance processes and hold primary responsibility for ensuring that the Board processes run efficiently and effectively.</p>		
Key Result Areas	Key Relationships	
<p>KRA 1: All company records are maintained, up to date and lodged with required statutory authorities and agencies within required dates for lodgement</p> <p>KRA 2: Board Meetings are run in an effective and efficient manner</p> <p>KRA 3: All responsibilities and duties as Secretary are executed under the Australian Charities and Not-for-Profits Commission Action 2012 (Cth) (the ACNC Act)</p>	<p>Internal</p> <p>CEO</p> <p>Executive Assistant</p> <p>External</p>	
	Decision Making Authority	
	Decisions made independent of Manager	
Hours		
<p>This position will be required to undertake a substantial number of the duties in and around the Board and Committee meetings. Therefore most of the working hours will be undertaken to coincide with these meetings. At present the Board Committee meetings are held on Tuesday evenings from 6 until 7.30-8.00pm. These will be considered the normal hours of employment for the Company Secretary</p> <p>The position is being offered as a permanent part-time position for 12 hours per month. The incumbent will have full access to the salary packaging arrangements for Not-for-Profit organisations as they currently exist and as they may change from time to time.</p>		

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager’s directions when and as required, which may include completion of duties not listed in this document.

Key Accountabilities	
Focus Areas	Responsibilities
Legislative Compliance	<p>The role of Secretary under the Companies Act 1961 (<i>The Act</i>) and the Australian Charities and Not-for-profits Commission Act 2012 (Cth) (the ACNC Act) includes:</p> <ul style="list-style-type: none"> • Lodging an annual income statement with Australian Charities and Not-for-Profits Commission (ACNC) within six months of the end of the reporting period • Lodging registration under the ACNC Act • Ensuring that the ACNC register is up to date • The Board is aware of any standards or regulations under The Act • Applying to ACNC to change the association's name or rules under The Act • Notifying ACNC of: <ul style="list-style-type: none"> ○ A change to the association's registered address ○ Their appointment as secretary or any changes to their details ○ A special resolution to wind up the association or distribute its assets • Dealing with requests to restrict access to information in the association's register of members • Ensure that AccessHC complies with its statutory obligations under any relevant laws and regulations • Maintaining statutory records: <ul style="list-style-type: none"> ○ Maintain registers ○ Ensure requisite retention of documents and records • All other functions and duties as required under <i>The Act and the ACNC Act</i>

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Board Meetings	<ul style="list-style-type: none"> • Attend board meetings and any sub-committees as required • Arrange/co-ordinate Board Meetings and relevant sub committees • Set agenda in consultation with the CEO and Board Chair • Compile and circulate papers, reports minutes to Directors one week prior to meetings • Minutes of the Board Meetings including ensuring the accuracy of the: <ul style="list-style-type: none"> ○ List of those present ○ List of items discussed ○ List of reports ○ Document of motions presented and description of disposition • Initiate and direct action to give practical effect to decisions • Have custody of the Common Seal and record usage • Assist with/attend to signing of contracts and other documentation in connection with administrative matters as required • Ensure adherence with AccessHC's Constitution • Carry out other functions, if any, required of the Company Secretary by the Constitution, Rules, or directives of the Board • Work with the Executive Assistant to the CEO to achieve these outcomes • Assist the CEO, Chair and Directors in the conduct of meetings and their directorial and governance obligations and responsibilities
Filing of Documents	<ul style="list-style-type: none"> • Responsible for the filing of documents required by any stator obligations under the relevant ACNC laws and regulations.
Quality Improvement and Professional Development	<p>Support the organisational culture, which promotes continuous service improvement and innovation by:</p> <ul style="list-style-type: none"> • Participate in identifying professional development and training needs and attend professional development activities as required • Assist the Human Resources Manager in developing policies and procedures for AccessHC human resources practice as appropriate

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Equal Employment Opportunity	<p>The position holder is required to observe and practice the principles and obligations of Equal Employment Opportunity, which include:</p> <ul style="list-style-type: none"> • A workplace which is free from harassment; • Ensuring that activities and practices prevent and eliminate unlawful discrimination • Promote merit and equity in the workplace • Will contribute to the successful management of diversity in the workplace • Will, if and when required, co-operate with any relevant enquiry into complaints and attend supervision and performance management meetings
Organisation Policies & Procedures	<p>Maintain currency of knowledge and practice with AccessHC specific Regulations, Policies and Procedures as applicable to the position and as amended from time to time.</p>
AccessHC Values	<ul style="list-style-type: none"> • Through actions and behaviour, demonstrate AccessHC Values of; <i>Equity, Collaboration, Integrity, Accountability, Innovation and Excellence.</i>
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with AccessHC’s policies, procedures and code of conduct. • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position. • Participate in mandatory training requirements to support the delivery of a safe and effective service.
Workplace Health and Safety	<ul style="list-style-type: none"> • Act in accordance with health and safety policies and procedures at all times. • All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

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Selection Criteria	
<p>Standard selection criteria items</p> <ul style="list-style-type: none"> • Police Check • International Police Check • Professional Registration • Driver's Licence <p>Qualifications, registrations and experience</p> <ul style="list-style-type: none"> • At least 3 years' experience as a Company Secretary for a not for profit organisation • Completed AICD course 	<p>Key skills and attributes</p> <ul style="list-style-type: none"> • Strong communication and interpersonal skills • Demonstrated ability to relate to people from a diverse range of social, cultural and ethnic backgrounds • Commitment to continuous quality improvement and health promotion principles • Effective time management and prioritisation skills • Well-developed presentation and report writing skills • High level of accuracy and attention to detail • High level of cultural sensitivity and awareness • Effective financial management skills • Strong analytical and problem solving skills • Strong project management skills • Demonstrated ability to work in a team environment • Demonstrated behaviours consistent with AccessHC values
<p><i>AccessHC is a Child Safe Organisation.</i></p> <p><i>AccessHC actively supports an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.</i></p>	

Authorisations	
<p>Employee Name:</p> <p>Signature: _____</p> <p>Date: / /</p>	<p>Manager Name:</p> <p>Signature: _____</p> <p>Date: / /</p>

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