

### Position Description

Position title	Secretary / Public Officer
Location of position	Position holder's home address
Start date	1 July 2020
End date	Ongoing unless new elected officer at an AGM or Secretary resigns
Hours / days required per month	1-2 days
Reports to	President
Role overview and purpose, and how it relates to the organisation's mission and other projects	The volunteer Secretary / Public Officer is a responsible person on the Management Committee and drafts agendas, calls meetings, keeps organisation's records in order, ensures compliance with regulators and legislation
Key responsibilities	<ul style="list-style-type: none"> <li>• To maintain a registered office, and to notify ACNC of any change in address within 28 days</li> <li>• To notify ACNC of a change to the principal place</li> <li>• To notify ACNC of changes to the Public Officer</li> <li>• To lodge notices with ACNC regarding personal details of directors and secretaries</li> <li>• To lodge financial reports with ACNC</li> <li>• Managing board processes – board and committee papers and circulation of agendas, minutes, discussion papers, proposals for the board and its committees <ul style="list-style-type: none"> <li>• Ensuring members' and directors' meetings are properly called and held. Note a company secretary cannot call a meeting without</li> </ul> </li> <li>• Ensuring the necessary registers are established and properly maintained and ensuring that the company's financial records are maintained, and reports prepared in accordance with the requirements of the Act;</li> <li>• Ensuring records of members' and directors' meetings are kept in compliance with the Act and the organisation's constitution</li> <li>• Understanding and ensuring the company complies with its statutory obligations, ensuring requirements of ACNC and other regulators are met, including continuous disclosure <ul style="list-style-type: none"> <li>• Providing or procuring advice for directors regarding application of the Act, company constitution, and other legal and regulatory requirements</li> <li>• Development, implementation, communication and maintenance of compliance policies, processes and procedures. Being involved in risk management and corporate responsibility matters</li> </ul> </li> <li>• Policy formulation for the board</li> <li>• Managing director induction and maintenance of a director manual <ul style="list-style-type: none"> <li>• Organising directors' &amp; officers' (D&amp;O) insurance.</li> </ul> </li> </ul>
Skills, experience and attributes	Organisational skills, communication skills
Date of PD review	June 2021