



## 4 COMPANY SECRETARY

The role of Company Secretary is to support the operation of the Board and to facilitate corporate governance processes. This role works closely with the Chairperson to offer key support as required.

**The Company Secretary duties include, but are not limited to:**

- a) Convening and servicing Board meetings, including producing agendas, taking minutes, conveying decisions etc. Also, for face-to-face meetings, booking venue and travel arrangements for Board members when necessary.
- b) Monitoring compliance of the Board and its committees with the law, the organisations governing documents and its internal policies.
- c) Providing administrative support to committees and working parties such as the Board of Directors & officers.
- d) Responsible for Google Workspace including management of SDA's Google Drive (cloud document storage) and Gmail (email service). It is expected that the Company Secretary will create email accounts and provide appropriate access to Google Workspace for SDA officers, as well as disabling any SDA Google accounts when officers leave SDA.
- e) Record keeping, including creation and distribution of meeting minutes, maintenance of the Management Guidelines and Constitution.
- f) Processing forms for new SDA officers and providing relevant information to them (eg; Management Guidelines and Constitution).
- g) All incoming and outgoing Board related correspondence.
- h) Responsible for liaising with regulators on behalf of the Board and the timely and proper completion of any returns including, but not limited to, notifying ASIC and ACNC of any changes.
- i) Act as backup for newsletter production. If there is no Publications Director, the Company Secretary will be responsible for producing SDA's newsletter.

The Company Secretary role would require a commitment of approximately 5-10 hours per week, however some weeks will require less, and others more.

All roles are done remotely (from home) so you will need a reliable computer and internet connection.

You will need to have experience with:

- a) MS Word and Excel
- b) Google Workspace
- c) Adobe or another PDF editor.

It requires a person with:

- a) effective written and verbal communication skills
- b) demonstrated administration experience
- c) planning and organisational skills
- d) integrity and reliability
- e) a commitment to meeting deadlines and following through on tasks.

Please also note, as these are Board positions, you are required to be a member of SDA and you will also be required to attend Board meetings (held via Google Meet). There is usually no more than one meeting every 4-6 weeks.