

Position Description – Company Secretary

Position Purpose

The Company Secretary is a volunteer role responsible for providing administrative support to the Board of Directors and General Manager to ensure the smooth functioning of the Australasian Green Infrastructure Network (AGIN). This includes organising and scheduling meetings, claiming expenses, distributing agendas and taking minutes.

Key duties/Responsibilities

- Prepare for and attend an annual strategic planning day
- Attend bi-monthly Board and Management Team meetings
- Ensure meetings are effectively organised and minuted, including preparation and circulation of agendas and minutes in accordance with AGIN's Constitution
- Maintain effective records and administration
- Maintain clear communication and correspondence
- Confirm that a quorum is present at meetings when a quorum is required
- Confirm that Directors and Managers have carried out the agreed actions
- Keep custody of all books, documents and securities of the association (other than the financial records held by the Finance Manager in accordance with the AGIN constitution)
- Ensure compliance and legislative obligations are met, having regard to privacy and secure retention of electronic and other records
- Liaise with the Sponsor, Member and Events Manager to maintain an up-to-date register of members and sponsors
- Adhere to relevant requirements of the *Corporations Act (2001)*.

Desirable attributes

- Commitment to the ethos and purpose of AGIN
- Commitment to AGIN core values of integrity, collaboration, equity and sustainability
- Passion and ability to act in the interests of AGIN and promotion of Green Infrastructure, separately from own business interests, if applicable
- Motivation and interest in the association's activities
- Great judgement
- Active participation in discussions and decision-making processes of the organisation
- Organisational ability, good timekeeping and procedures
- Experience in work in the same or a similar role, or a strong willingness to learn
- Good communication and interpersonal skills.

**Estimated time commitment and Term**

The position's term will be for a minimum of one year and a maximum of two years. The role of Company Secretary requires an estimated commitment of 5 hours per week.

Eligibility

The Company Secretary must be at least 18 years of age, be resident in Australia and consent to being appointed as Company Secretary.