
POSITION DESCRIPTION: COMPANY SECRETARY (VOLUNTEER)

Engagement:	5 hours per month (voluntary) Includes flexibility for occasional remote work.
Commencement:	Mid-October
Location:	21-27 Somerset Place, Melbourne
Reports to:	Chair and as directed, Executive Director
Current board:	http://www.sharegiftaustralia.org.au/team-members

Melbourne-based, for-purpose company, ShareGift Australia is seeking for a (volunteer) Company Secretary to join their team in the CBD. The role will be reporting into the Chair and as directed, Executive Director, and will be responsible for the efficient administration of the organisation, particularly ensuring compliance with statutory and regulatory requirements and for ensuring that decisions of the board of directors are implemented.

About ShareGift Australia

ShareGift Australia is an independent, non profit established to unlock share capital as charitable funding - funding that for the most part, does not currently reach the sector. ShareGift is the only service of this kind in Australia. To date ShareGift has donated more than \$1.64 million to over 470 charities. ShareGift is supported by JBWere, Baillieu Holst, Evans and Partners and King & Wood Mallesons, regulated by the ATO, ASIC, AUSTRAC, ACNC and endorsed by the Australian Securities Exchange (ASX) and the Australian Shareholders' Association (ASA).

Role responsibilities

- Board meetings & processes
 - Liaising with the Chair and the CEO to settle annual calendars and agendas for meetings of the Board of Directors and the Finance & Risk Committee, and for the Annual General Meeting, booking calendars, assisting to draft papers, collating and circulating meeting packs;
 - Ensuring all meetings are properly convened; attending the Annual General Meeting and meetings of the Board of Directors and the Finance & Risk Committee; taking minutes for all meetings
 - Drafting circular resolutions as required
 - Statutory registers
 - Managing registers of members, directors, conflicts of interest
- Regulatory obligations
 - Preparing and lodging returns/filings with ASIC, ACNC and state fundraising regulators
- General correspondence
- Policies & Records management
 - Developing and maintaining policies
 - Maintain high level of record keeping and documentation to meeting all compliance requirements
- Governance
 - Advising the board on good practice in corporate governance

Competencies

- Minimum 5 years practical experience with compliance and general company secretarial duties, and knowledge of a director's responsibilities
 - Excellent written and verbal communication skills
 - Good interpersonal skills - able to work in a dynamic, small team environment
 - Accuracy and attention to detail
 - Good organisational and time management skills
 - Knowledge of, and experience, in the not-for-profit regulatory environment in Australia preferred.
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A Police check will be required to be completed by the successful applicant.

Applications close Monday 8 October 2018, 9am.

Please submit your application, including your CV and a written response to the Selection Criteria to:

hr@sharegiftaustralia.org.au

Please direct any role enquiries to:

Anna Draffin
Executive Director
T 1300 731 632