



Position Description

Secretary

In addition to general director duties, the Secretary serves as the Company Secretary with specific legal and administrative responsibilities for corporate governance.

Corporate Compliance:

- Ensure compliance with Corporations Act and ACNC Act requirements
- Maintain statutory registers and records
- Lodge required documents with ASIC and ACNC
- Monitor changes in governance regulations
- Ensure the company meets its legal obligations

Board Administration:

- Coordinate Board meeting logistics and documentation
- Prepare and distribute Board papers with appropriate lead time
- Record accurate minutes of Board and member meetings
- Maintain Board policies and governance documents
- Manage Board correspondence and communications

Meeting Coordination:

- Issue proper notices for Board and member meetings
- Ensure quorum requirements are met
- Manage proxy and voting procedures
- Coordinate annual general meeting requirements
- Oversee circular resolution processes

Governance Support:

- Advise Board on procedural and constitutional matters
- Support director induction and ongoing compliance
- Maintain conflict of interest registers
- Coordinate Board evaluation processes
- Ensure proper document retention and access

Key Relationships: The Secretary works closely with the Chairperson, CEO/National Director, external auditors, and regulatory bodies. Strong relationships with ASIC and ACNC are essential for smooth compliance.

Time Commitment: The Secretary role typically requires 3-5 hours per fortnight for ongoing duties, with additional time during reporting periods and AGM preparation.

The Secretary must combine attention to legal detail with practical support for the Board's work, ensuring governance meets both regulatory requirements and Seed's operational needs.