

National Secretary

Position Description

Classification	Volunteer	Duration	Until the next Board of Directors election (Oct/Nov 2027)
Location	Online	Time Commitment	Varies - Approx. 8 hours per week increasing at peak times
Reports To	Board of Directors, Delegates	Expressions of Interest	Currently open

Position Overview

A vacancy has arisen for the National Secretary on the AJP's Board of Directors.. Delegates are given the first opportunity to apply for the role.

The National Secretary is responsible for ensuring that the Party and the Board of Directors complies with relevant legislation and regulations, and operates in line with the Party's Constitution, By-laws and internal policies. The Secretary is responsible for official communications and keeping official records and minutes. They are appointed as the Registered Officer with the Australian Electoral Commission. The Secretary has the assistance of the Party's National Senior Administration Officer to undertake administrative tasks in support of the role.

Board of Directors

The Animal Justice Party Ltd ('the Party') (ABN 87 602 235 950) is a single entity with a 'corporate' model of governance to manage various bodies. The principal decision-making bodies are the Board of Directors and, at a General Meeting, the Voting Members (Delegates).

The Board of Directors is responsible for the overall governance, management and strategic direction of the Party, and is ultimately responsible for compliance with all regulatory obligations and fiduciary duties. The Board of Directors' responsibilities, powers and duties are set out in the *Corporations Act 2001 (Cth)* and the Animal Justice Party Constitution.

The Board of Directors is elected by the Delegates every two years at the Annual General Meeting (AGM); or otherwise Directors may be appointed to fill casual vacancies on the Board.

The Board of Directors must have no less than 5 and no more than 9 Directors.

This includes:

- President
- Vice President
- Treasurer
- Secretary

And at least 1 and up to 5 ordinary Directors.

Responsibilities

It is the role of the Secretary to:

- (a) be responsible for the day-to-day administration of the Party and the correspondence of the Party;
- (b) provide regular reports on Party operations to the Board of Directors;
- (c) give notification of all Directors and General Meetings in the required time as specified in the constitution;
- (d) prepare the agenda for any meetings, table correspondence and record meeting attendance;
- (e) prepare the minutes of all meetings and ensure they are signed by the chairperson of the meeting or the chairperson of the next meeting;
- (f) distribute Directors meeting minutes to Directors within 28 days of the meeting date;
- (g) maintain records of any circular resolutions;
- (h) maintain the register of the Party's Members (including identifying the Delegates) and a register of special members;
- (i) maintain the Party's registers with the Australian Electoral Commissions as applicable;
- (j) be the delegated person in correspondence with the Australian Electoral Commissions;
- (k) ensure that the Party complies with any of its obligations to lodge disclosure returns with the Australian Electoral Commissions;
- (l) represent the Party in various national, state and local forums as well as internationally; and
- (m) perform other duties as the Directors specify from time to time.

Duties of all Directors

All Directors must comply with their duties as Directors under legislation. This includes the duties set out in the Corporations Act, which are:

- to exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were a director of the Party, in the Party's circumstances;
- to act in good faith in the best interests of the Party and to further the purpose(s) of the Party;
- not to misuse their position as a director in the manner set out in section 184 of the Corporations Act;
- not to misuse information they gain in their role as a director;
- to disclose any perceived or actual material conflicts of interest;
- to ensure that the financial affairs of the Party are managed responsibly; and
- not to allow the Party to operate while it is insolvent.

Directors are expected to contribute to decision-making of the Board, and to attend Board of Directors meetings.

Further information on the duties and functions of Board Directors can be found in the Animal Justice Party's [Constitution and By-laws](#).

Eligibility

Board Directors must be:

- are a current Member of the Party;
 - are an individual at least 18 years of age;
 - are Vegan;
 - are supported in their nomination by two eligible Members;
 - give the Party their signed consent to act as a Director of the Party;
 - are not disqualified from managing corporations under Part 2D.6 of the Corporations Act;
 - are not an undischarged bankrupt; and
 - provide or have applied for a Director Identification Number.
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- Nominees should:
 - demonstrate commitment to the Animal Justice Party policies, positions and values;
our values are Kindness | Equality | Kindness | Rationality
 - possess sound knowledge and understanding of the Animal Justice Party;
 - have an understanding of, and interest in, politics, elections and making positive change through the political system, ideally with political party experience (either paid or voluntary);
 - have excellent verbal and written communication skills with the ability to relate effectively with a range of people across all levels of the organization; and
 - possess a solid understanding of good governance and compliance, ideally with experience in fulfilling these obligations within an organisation subject to strict regulatory frameworks.

Eligible nominees will be considered by the Board of Directors. If necessary, a Selection Panel will interview selected applicants and make a recommendation for appointment of the successful applicant to the Board.

Equal Opportunity Employer – The Animal Justice Party is an equal opportunity organisation, which means we strongly encourage any interested and qualified people to apply – we do not discriminate on the basis of sex, age, race, religion, sexual orientation, gender identity or disability.

Conditions

All Animal Justice Party volunteers are expected to sign a Confidentiality Agreement, a Code of Conduct Agreement, and a Volunteer Agreement.

Successful nominees must give the Party their signed consent to act as a Director of the Party, and must undergo a successful National Police Check (or otherwise provide a current Working With Children Check).

How to Apply

To express your interest in this role, please send your CV and a covering letter addressing the Selection Criteria to national.admin@animaljusticeparty.org.

Please feel welcome to contact us with any queries about this position.

