



Australian Veterinary Environmental Alliance

Climate | Sustainability | Biodiversity

COMPANY SECRETARY (VOLUNTARY)

POSITION DESCRIPTION

Job Title	Company Secretary
Salary	N/A - Volunteer Position
Time Commitment	Approximately 4 - 5 hours per week. This includes attending approximately 6 - 8 board meetings per year, together with associated preparation.
Duration	Minimum 12 month commitment
Location	Flexible. Some domestic travel may be required for annual in-person strategic review and planning
Reports to	Board Chair

About Vets for Climate Action

The **Australian Veterinary Environmental Alliance (AVEA)** is an Australian registered charity (ABN 16 636 944 191) that mobilises veterinary professionals to address climate change. Our charitable purpose is to inspire the veterinary industry to advocate for and achieve climate action — within our industry and beyond.

We are a small, mission-driven organisation operating with a lean volunteer and contractor model, guided by a passionate Board and supported by a growing community of specialist volunteers. Formerly known as **Vets for Climate Action (VfCA)**, we are excited to be entering a new chapter — with a renewed focus on building a sustainable, impactful alliance for the veterinary profession.

Our values:

- We care deeply about animals, humanity and the environment — consistent with the One Health paradigm, we recognise the three are inextricably linked.

- We value the commitment of our people and honour the trust our communities have in the veterinary profession.
- Our actions and policies are based on available research and scientific evidence.
- We are proudly non-partisan. We support climate-positive policies and call out climate-damaging ones, regardless of party affiliation.
- We are driven to achieve our strategic goals and increase our impact.

Our programs include the Climate Care Program (CCP), ZerOctober, Sustainable Equine Futures (SEF), and the World Veterinary Environmental Alliance (WVEA): connecting veterinary professionals across Australia, New Zealand and globally to take meaningful action on climate and sustainability within the veterinary profession.

About the Board

The Board supports the work of VfCA and provides mission-based leadership and strategic governance. The Board is currently composed of four Directors including a Chair, supported by a Company Secretary and Treasurer.

Our Directors bring a valuable mix of skills and levels of board and executive experience. We are proud of our warm, collaborative culture and shared passion for our mission.

Service as AVEA's Company Secretary is without remuneration, except for reimbursement of reasonable travel and accommodation costs in relation to your duties.

About the Role

As Company Secretary, you will have a unique opportunity to contribute to the governance and compliance of a purposeful organisation at an exciting moment in its evolution. Working closely with the Board Chair, you will ensure the organisation operates with integrity, transparency, and in accordance with its legal and regulatory obligations.

Veterinarians for Climate Action Ltd is a company limited by guarantee, governed by its Constitution (most recently ratified December 2023). This is a non-director role as the Company Secretary is not currently a member of the Board.

Given our lean operating model — with no permanent staff — the Company Secretary plays a particularly important role in maintaining robust governance infrastructure. You will be a key liaison between the Board and Chair on all governance matters. You won't be starting from scratch though: We have existing policies, procedures, templates, and resources to assist you in this role.

Key Responsibilities

Governance & Compliance

- Facilitate and coordinate governance processes, ensuring compliant frameworks, systems, policies and procedures are in place
- Advise the Board and Chair on directors' duties, the Corporations Act, the Constitution, corporate governance principles, and ACNC obligations
- Manage statutory and regulatory compliance, including ASIC and ACNC lodgements, filings, and correspondence

- Maintain corporate records, registers, and governance documentation
- Support risk management and corporate responsibility matters

Board & Meeting Support

- Coordinate Board and Committee meetings, including scheduling, agendas, board papers, minutes, and follow-up actions
- Prepare and distribute notices of meetings (including the AGM) in accordance with the Constitution
- Maintain an accurate and up-to-date conflict of interest register
- Support Board effectiveness and governance best practice

Membership & Records

- Maintain the Register of Members (per Constitution s17 & s68.4(a))
 - Facilitate applications for, or cancellation of, membership (Constitution ss22–26)
 - Maintain minutes and other records of General Meetings, Directors' meetings, and circular resolutions (Constitution s68.4(b))
-

About You (Skills and Attributes)

We are looking for someone who brings governance expertise, integrity, and genuine enthusiasm for our mission. Ideally, you will be:

- Experienced — a strong understanding of the responsibilities of board membership, with experience as a Company Secretary, board director, or senior governance professional highly desirable
- Knowledgeable — with strong understanding of corporate governance, the Corporations Act, ACNC obligations, and compliance requirements
- Collaborative, curious and courageous — able to function as an effective team member while asking probing questions and engaging in robust discussions where necessary
- A strong communicator — with excellent written and oral skills to prepare high-quality minutes, briefings, reports, and correspondence

What we expect

If you are interested in this role, we trust you:

- Are not disqualified from managing a corporation under the Corporations Act 2001 (Cth), or from being a Responsible Person by the ACNC Commissioner within the previous 12 months
- Will participate in any Induction or Exit processes
- Will follow and abide by all **Volunteer Policies and Procedures** and **Board Policies and Procedures**, including disclosing any conflicts of interest
- Will maintain the organisation's commitment to non-partisanship

To apply for the role, please forward a cover letter and resume to Chair Dr Catherine Harper (chair@vfca.org.au)