



Board Secretary

Position Description

Position Title	Board Secretary
Position Type	Volunteer Board Director
Reporting To	Chair of the Board
Term	3 years, with option to be re-nominated for a second term
Time Commitment	Approximately 6 hours per month, including attendance at board meetings held every quarter.
Location	Remote
Remuneration	Voluntary, unpaid position. Reasonable expenses may be reimbursed in line with KiP policy.

About Kids in Philanthropy

Kids in Philanthropy (KiP) is an Australian not-for-profit social enterprise that delivers experiential philanthropic learning programs for young people aged 5–20, in school settings across Victoria, Queensland and NSW. KiP helps young people build knowledge of social issues, develop the capacity to take action, and create real opportunities to direct resources — time, talent, treasure, ties and testimony — toward causes that matter to them.

KiP operates a cross-subsidy model: fee-for-service programs delivered to private schools and corporates fund free and subsidised programs for low-SES, regional and government school communities. KiP is ACNC registered with DGR Item 1 status.

KiP's Vision

A more empathetic, compassionate and connected world, where young people are equipped to make a difference and communities are actively supporting those in need.

The Board Secretary plays a key part in enabling this vision by keeping KiP's governance strong, compliant and well organised.

Purpose of the Role

The Board Secretary is a director of KiP, appointed by the Board, who is responsible for the organisation's good governance and statutory compliance.

The Board Secretary ensures KiP meets its administrative and legal obligations as a company limited by guarantee and a registered charity — including documenting board meetings, maintaining company and charity records, and acting as KiP's primary point of contact with the ACNC.

Key Responsibilities

1. Board Meetings

- Working with the Chair to set meeting dates and source agenda items from board members
- Preparing and circulating agendas, board papers and supporting reports ahead of meetings
- Taking minutes at board meetings and circulating draft and approved minutes in a timely manner
- Maintaining an accurate, well-organised record of board decisions and action items

2. Records and Administration

- Maintaining up-to-date contact details for board members and (where relevant) ordinary members of the organisation
- Filing board minutes, reports and key organisational records in a central, accessible location
- Maintaining a forward calendar of board and governance activities (e.g. AGM, reporting deadlines, director term expiries)
- Maintaining a register of useful contacts for the organisation as required

3. Legal and Regulatory Compliance

- Safeguarding KiP's Constitution and other constituent company documents
- Monitoring KiP's obligations under the Corporations Act and ACNC legislation, and supporting the Board to meet them
- Keeping ASIC records current, including registered address and director details, via asic.gov.au
- Maintaining KiP's Responsible and Authorised Persons (Directors and Board Members) on the ACNC Charity Register via acnc.gov.au
- Coordinating submission of KiP's Annual Information Statement (AIS) to the ACNC each year

4. Communication and Correspondence

- Receiving, responding to and filing official board correspondence
- Maintaining an archive of KiP's key publications (e.g. annual reports, newsletters)
- Supporting the Board and CEO to keep stakeholders — including members, funders and the public — informed of KiP's governance and activities, where relevant

What We're Looking For

KiP welcomes applicants from a broad range of backgrounds. As a guide, we'd love to hear from people with some or all of the following:

- Experience in a governance, company secretarial, legal, compliance or board administration role (not-for-profit experience is valued but not essential)
- A working understanding of, or willingness to learn, the Corporations Act and ACNC obligations relevant to a registered charity
- Excellent organisational skills and attention to detail, particularly with records, minutes and deadlines
- Clear written communication skills
- A genuine interest in KiP's mission and the philanthropic education sector
- The capacity to commit the time required for board meetings and associated administration

Why Join the KiP Board

This is an opportunity to play a hands-on governance role in a growing, values-driven social enterprise, working alongside a committed Board and Executive team to support thousands of young people building lifelong habits of generosity and civic participation.