



Board Secretary (Volunteer)

Position Description

About Community Gardens Australia

Community Gardens Australia (CGA) is the national peak body supporting community gardens across the country. Our network connects hundreds of gardens and grassroots initiatives that empower people to grow food, build community, and foster sustainable living.

We are a volunteer-led organisation that strengthens the visibility, capacity and impact of community gardens through advocacy, education, networking and collaboration.

Role Purpose

The Board Secretary is responsible for supporting the effective governance and administration of Community Gardens Australia.

Working closely with the Chair and Board of Directors, the Secretary ensures the organisation meets its legal and constitutional obligations, maintains accurate records, manages organisational correspondence, and supports the efficient operation of Board meetings and governance processes.

The Secretary also contributes to the strategic growth and sustainability of the organisation through active participation as a Director.

Key Responsibilities

1. Governance and Compliance

- Support the Board to comply with the Corporations Act, ACNC requirements, CGA Constitution and other relevant legislation.
- Maintain statutory records and governance documentation.
- Ensure ASIC and other regulatory notifications are lodged when required.
- Maintain custody of organisational records and ensure appropriate document management systems are in place.

- Support policy development and governance improvement initiatives.
- Assist with Board induction and governance training processes.

2. Board Administration

- Coordinate Board meeting schedules in consultation with the Chair.
- Prepare and distribute agendas, board papers and supporting documentation.
- Attend Board meetings and the Annual General Meeting.
- Record accurate and concise meeting minutes.
- Maintain action registers and follow up outstanding actions.
- Maintain a secure archive of Board records and minutes.

3. Communications and Organisational Records

- Act as a key contact point for official organisational correspondence.
- Manage incoming and outgoing Board correspondence.
- Maintain governance records, registers and key organisational documents.
- Support effective communication between Directors and key stakeholders where required.

4. Strategic Contribution

- Participate fully as a Director in strategic planning and decision making.
- Contribute to organisational growth, sustainability and capacity building.
- Support the implementation of CGA's strategic priorities.
- Participate in Board committees or working groups as required.

5. Fundraising and Sustainability

- Support fundraising, grant and sponsorship activities.
- Contribute towards securing financial or in-kind support for the organisation.
- Assist the Board to identify opportunities that strengthen CGA's long-term sustainability.

Key Skills and Attributes

Essential

- Previous experience as a Board Secretary, Company Secretary, Governance Officer or Director
- Strong organisational and administrative skills.
- Excellent written communication skills.
- Ability to prepare accurate meeting minutes and governance documentation.
- High level attention to detail.
- Ability to maintain confidentiality and manage sensitive information appropriately.

- Strong time management and follow-through.
- Collaborative approach and ability to work effectively in a volunteer environment.
- Commitment to CGA's mission and values.

Highly Desirable

- Understanding of not-for-profit governance and compliance.
- Knowledge of the Corporations Act, ACNC requirements and board responsibilities.
- Experience with governance systems, records management or organisational administration.
- Experience with fundraising, grants, sponsorships or partnership development.
- Interest or experience in community gardens, local food systems, environmental sustainability or community development.

Eligibility

The Secretary must:

- Be at least 18 years of age.
- Be an Australian resident.
- Be eligible to serve as a Director under the Corporations Act.
- Be willing to act in the best interests of Community Gardens Australia.

What You'll Gain

- National leadership experience within Australia's peak community gardening organisation.
- Opportunities to strengthen governance and leadership skills.
- Access to governance and professional development opportunities.
- The chance to make a meaningful contribution to community resilience, local food systems and environmental sustainability.

Work Type, Time Commitment and Equipment

This is a voluntary, unpaid position.

Preferred commitment: Two years.

Expected commitment:

- Approximately 2–4 hours per week
- Monthly Board meetings
- Annual General Meeting

- Attendance at a minimum of 80% of Board meetings each year

All CGA positions are performed remotely. The Secretary will communicate with colleagues via email, phone and video conferencing and will be required to provide their own computer and internet access.