



Position Description: Board Secretary (Voluntary)

The Australian Marine Conservation Society (AMCS) is the voice for Australia's ocean. We are Australia's peak ocean conservation organisation and one of the founding members of Australia's conservation movement. We are a community of ocean lovers across the nation working to protect our precious marine wildlife and secure healthy seas.

We are an independent charity, staffed by a committed group of scientists, educators and passionate advocates who have defended Australia's oceans since 1965. Our staff and volunteers work tirelessly to protect our coasts and ocean.

AMCS works on the big issues that risk our ocean wildlife. Together, we have protected critical ocean ecosystems with marine reserves around the nation, including Ningaloo and the Great Barrier Reef. We have led the movement to ban whaling, stopped supertrawlers and protected threatened and endangered species like the Australian sea lion. Together, our community of ocean lovers save our oceans every day.

AMCS is seeking a principled and highly organised Board Secretary for our National Management Committee (the Board). Our Secretary must be passionate about marine conservation and ready to play a critical role in supporting strong governance, clear records and effective Board decision-making as we work to protect Australia's oceans.

Position Title	Board Secretary
Location	Must be based in Queensland or within 65 kilometres of the Queensland border.
Salary	All AMCS Board positions are voluntary.
Hours	Approximately 3 to 6 hours per month, with additional time around the AGM and Board recruitment or governance cycles.
Term	Three-year term, subject to endorsement by members at an AGM or Special General Meeting.

AMCS is undergoing an exciting period of unprecedented growth and remarkable impact. However, our ocean and marine life are under threat like never before. As Secretary, you will help our Board operate with clarity, discipline and accountability, ensuring governance processes support good decisions and effective stewardship of AMCS' mission.

As Secretary you will work closely and collaboratively with the President, Board, CEO and relevant senior staff to support Board administration, governance compliance, meeting processes, record keeping and communication with members. You will be a trusted governance adviser to the Board and a steady custodian of the organisation's constitutional and statutory obligations.

You will be a principled person who can be an exemplar of our culture and values. You will have experience in or understanding of the not-for-profit environment, strong attention to detail and the confidence to support sound Board processes. The role is an integral part of the Board, ensuring its members operate effectively, ensuring decisions are accurately captured and maintaining the governance records and systems that allow AMCS to meet its obligations.

Purpose of the Position

The AMCS Constitution provides for the election of a National Management Committee, our Board, supported by office bearers including the Board Secretary.

The Secretary supports the effective functioning of the Board by ensuring Board and member meetings are properly prepared, documented and followed through. The role helps ensure AMCS complies with its Constitution, statutory obligations and governance frameworks.

The Secretary reports to the Board through the President on governance matters and works closely with the CEO and delegated staff on practical meeting, records and compliance processes. The Secretary will be accessible to Board members for governance-related communication while maintaining appropriate confidentiality and clear reporting lines.

More information about our work, our team and our current Board members is available at:
<https://www.marineconservation.org.au/>

Responsibilities

1. Board administration
 - Work with the President and CEO to prepare Board and member meeting agendas that are clear, well structured and aligned to the Board's workplan.
 - Coordinate the timely preparation and distribution of Board and committee papers, agendas, minutes, resolutions and other relevant documents.
 - Support the effective conduct of Board meetings, the AGM and any Special General Meetings by ensuring appropriate notices, papers and records are in place.
 - Ensure the appropriate minute taking tools and arrangements are in place to support the record of detailed minutes of Board and member meetings, ensuring decisions, material discussion, resolutions, conflicts of interest and actions are properly captured.
 - Track action items arising from Board and member meetings and support timely follow up with the President, CEO and relevant Board members.
2. Governance and compliance
 - Help ensure AMCS operates in accordance with its Constitution, Board policies, relevant legislation and regulatory requirements.
 - Coordinate statutory filings and governance reporting as required, including annual reporting and regulator lodgements, in collaboration with the CEO, finance staff and external advisers as needed.
 - Maintain oversight of Board procedures, delegations, governance calendars and compliance obligations so that Board processes are clear, consistent and timely.
 - Provide or coordinate governance advice to the Board on procedural matters, including meeting requirements, resolutions, elections, director appointments and member communications.
 - Monitor that Board and committee policies and procedures are followed and recommend improvements to strengthen governance practice.
3. Records management
 - Ensure the appropriate minute taking tools and arrangements are in place to enable complete, accurate and secure governance records including the Constitution, Board and committee minutes, policies, registers, correspondence and member meeting records.
 - Maintain the register of Board members and support compliance with relevant requirements for responsible persons, office bearers and member records.
 - Ensure critical governance documents are accessible to authorised people, stored securely and managed in line with confidentiality and record keeping requirements.

- Ensure consents, declarations, conflicts of interest records and other Board governance documents are obtained and retained appropriately.
4. Board effectiveness and director support
 - Help organise and facilitate induction for new Board members, including access to key governance documents and an understanding of AMCS' Constitution, policies, strategy and Board processes.
 - Support ongoing Board development by identifying governance updates, training opportunities and process improvements where useful.
 - Support Board recruitment, transitions and succession planning through timely records, appointment processes and documentation.
 5. Culture, confidentiality and ethical practice
 - Model AMCS' values and support a Board culture of integrity, respect, transparency and constructive debate.
 - Maintain strict confidentiality over Board papers, minutes, discussions and sensitive organisational information.
 - Act with care and diligence, good faith and proper purpose in the best interests of AMCS.

Time commitment

The role is expected to require approximately 3 to 6 hours per month. Additional time may be required around the AGM, special meetings, Board recruitment, governance reviews or major compliance deadlines.

- Preparation for and active participation in Board meetings, held online and usually bi-monthly.
- Preparation for and attendance at the AGM and any Special General Meetings.
- Board paper, agenda and minute preparation in collaboration with the President, CEO and relevant staff.
- Action tracking and governance correspondence between meetings.
- Participation in two in-person Board events annually, where possible.
- Participation in the annual in-person AMCS National Meeting of all staff and Board.
- Support for new Board member recruitment, appointment and orientation processes.
- Relevant professional development in governance, charity compliance and not-for-profit obligations.

Remuneration

The Board Secretary is a voluntary role and no fees are payable. As with all Board members, the Secretary is eligible for reimbursement of any actual expenses incurred in the course of completing their duties.

Essential requirements

We are seeking someone who has:

- Previous Board, committee or governance experience, preferably in the not-for-profit, charity or community sector.
- Experience as an key advisor to the Chair and Board on Corporate Governance matters, compliance, and regulatory obligations
- A strong understanding of governance principles, meeting procedure, minute taking, records management and not-for-profit legal obligations in Australia.
- Excellent written communication skills, with the ability to produce accurate, concise and appropriately detailed minutes and governance records.
- Outstanding attention to detail, judgement, discretion and organisational skills.
- The ability to work collaboratively with a President, Board, CEO and senior staff while maintaining appropriate governance boundaries.

- Confidence to advise on Board process, statutory obligations and constitutional requirements, and to seek specialist advice where needed.
- Experience facilitating the induction, training, and ongoing professional development of directors
- Experience using digital collaboration tools (e.g. BoardPro)
- Commitment to upholding AMCS' values.
- Demonstrated passion for and interest in protecting our oceans and marine life.

Desirable skills and experience

- Formal governance, legal, company secretarial or not-for-profit management qualifications, or equivalent practical experience.
- Experience with ACNC, ASIC or incorporated association reporting and compliance processes.
- Experience supporting AGMs, member-based organisations, elections, Board induction or Board evaluation processes.
- Knowledge of charity governance, risk management, financial reporting, internal controls or regulatory compliance.
- Experience in the environmental, advocacy, fundraising or community organising sectors.

Other requirements

The successful candidate will also need to meet the following requirements. Further details will be provided during the selection process:

- Successful police check.
- Compliance with ACNC requirements as a responsible person.
- Member of the Australian Marine Conservation Society.
- Any offer of position is subject to endorsement by the members at an AGM or Special General Meeting.

About AMCS

The Australian Marine Conservation Society is the voice for Australia's oceans. We are an independent not-for-profit charity. We deal with the big issues concerning the sea, working with the community to protect our marine wildlife, tackling major threats to our oceans and creating marine sanctuaries, places in the sea where sea life is safe from harm. Across our campaigns, we tackle climate change, the biggest existential threat to our ocean planet, with our Great Barrier Reef at the forefront. We are a committed group of professional and passionate scientists, educators and advocates who have defended Australia's oceans for over 55 years.

Our Values

- Integrity. We are trusted, credible, independent and ethical in our actions.
- Courage. We are brave, respectful and honest advocates for marine life.
- Passion. We demonstrate commitment to and care for our oceans in all we do.
- Solidarity. We work together, embracing equity, diversity and inclusivity.
- Effectiveness. We are driven, professional, agile and resilient, working to deliver the best outcomes for Australia's people and wildlife.
- Innovation. We are creative, flexible, open and solutions-focused.

Application Details

To apply, please submit your current CV and a cover letter of no more than two pages detailing your relevant experience against the essential requirements and explaining why you want this role, and the names of three referees, through the application portal via EthicalJobs.

Applicants are encouraged to apply as soon as possible and no later than [insert closing date].

AMCS is a strictly non-partisan and equal opportunities organisation. AMCS is committed to a diverse Board and workforce. We strongly encourage applications from leaders across Australia including Aboriginal and Torres Strait Islander people, people with disability, LGBTIQ+ people and people from culturally and linguistically diverse communities.

For all enquiries about this position please email amcs@amcs.org.au or call Jason Hincks (Selection Committee Chair) 0409 666 699.