

Company Secretary Position Description

Position Summary

The Company Secretary is appointed by the Board and reports to the Chair. The role supports the Board by coordinating governance processes, maintaining statutory records, managing regulatory lodgements and assisting the Board to meet its obligations under the Corporations Act 2001.

Key Responsibilities

Monthly Board Meetings and Governance Tasks

- Coordinate Board meetings and agendas
- Attend Board meetings and prepare minutes
- Circulate minutes and actions within seven days
- Maintain governance registers
- Maintain policies
- Assist the Chair and Directors with governance matters

Annual General Meeting

- Coordinate the AGM venue and catering
- Prepare and distribute the Notice of Meeting
- Prepare the Chair's script
- Manage proxies and voting
- Prepare AGM minutes

Regulatory Compliance

- Lodge ASIC forms including Form 484 and annual financial statements
- Complete Bendigo Bank compliance returns
- Maintain the corporate calendar
- Maintain statutory records

Shareholder Administration

- Maintain Registry Direct
- Respond to shareholder enquiries
- Manage the Low Volume Share Market
- Process share transfers
- Dividend administration
- Coordinate shareholder communications

Administration

- Liaise with Community Central
- Coordinate governance processes for leases and franchise documentation

- Coordinate the Annual Report
- Monitor insurance
- Provide documents to auditors
- Maintain SharePoint governance records

Essential Requirements

- At least 18 years of age
- Reside in metropolitan Melbourne
- Not disqualified from managing corporations
- Sound understanding of Company Secretary responsibilities under the *Corporations Act*
- Experience supporting a Board or governance function
- Excellent written communication and minute taking skills
- Strong organisational skills and attention to detail
- Ability to work independently
- Microsoft Office proficiency

Desirable

- Membership with the Governance Institute of Australia
- Previous corporate secretarial experience
- Experience with Registry Direct or a similar shareholder portal
- Experience in a not-for-profit, Community Bank or member-based organisation

Hours and Remuneration

Approximately 8 hours per month plus additional time around the AGM

11 Board meetings per year

Board meetings: 6.00 pm – 8.00 pm, fourth Monday each month (excluding December).

AGM: 7.00 pm after the November Board meeting.

Salary: \$20,000 per annum plus superannuation.