Cancer Trials Australia
Position Description

Position Details

Position Title:	**Company Secretary**
Reports To:	CTA Chairperson
Location:	Hybrid role. On-site attendance will be required for meetings held in metropolitan Melbourne.
Key Relationships:	• CTA Board Chairperson • Other CTA Board Members • CTA CEO • CTA Executive Team • ACNC

About Cancer Trials Australia

Cancer Trials Australia (CTA) is a not-for-profit member-based organisation consisting of 33 clinical sites and 3 medical research institutes across Australia and New Zealand. We support the administration and management of clinical trials across both metropolitan and regional hospitals. We work in close partnership with clinical research sites, Sponsors and Contract Research Organisations to ensure patients can gain access to appropriate clinical trials as quickly as possible. CTA is committed to developing internal talent, and places great emphasis on nurturing a culture of compassion and purpose in the workplace.

Position Purpose

The Company Secretary is a key role responsible for ensuring strong corporate and ethical governance across the organisation, with a focus on supporting the Board of Directors and executive leadership. This role facilitates efficient Board and subcommittee operations, ensures CTA meets its statutory and regulatory obligations and maintains best-practice governance standards.

The Company Secretary will provide administrative and governance support to the Board and executive leadership, ensuring timely and accurate meeting documentation, legal filings, and compliance with ethical and governance best practices. This role also acts as a liaison between the Board, subcommittees, and executive team, ensuring clear communication and effective decision-making processes.

Key Responsibilities

1. Board and Subcommittee Support

- Coordinate and provide notification of Board and subcommittee meetings. Prepare and distribute meeting agendas, papers, and minutes for the Board and its committees.
- Advise the Board Chairperson and Directors on governance responsibilities, matters of procedure and ensure the Board is informed of any changes in governance requirements and/or industry best practices.
- Support the Chair in coordinating annual Board and subcommittee performance reviews, external evaluations and skills assessments.
- Maintain registers, including Directors’ interests, conflicts, and declarations.
- Ensure accurate filing of Board documents, including agendas, papers, resolutions, and minutes.

- Assist with Board member onboarding and training, ensuring Directors are equipped with the necessary tools and understanding of their governance responsibilities.
- Ensure the Board and subcommittees have clear roles and responsibilities, aligned with governance needs and maintain an annual workplan for each.
- Collaborate with the Board and executive leadership as required, to ensure that Board and subcommittee decisions are appropriately and effectively communicated and that follow-up actions are completed.
- Manage the Board portal, ensuring Directors have secure and timely access to papers and documentation.

2. Regulatory and Legal Administration

- Manage statutory filings and correspondence with the ACNC, and as required, ASIC or other regulators, ensuring all regulatory and legal documents are submitted accurately and on time.
- Maintain up-to-date corporate records and documentation, including member register.
- Prepare for and attend all annual and extraordinary general meetings and ensure compliance with constitutional requirements

3. Risk and Policy Oversight

- Assist in the development and periodic review of key governance and risk policies. Maintain the organisational risk register, monitor insurance arrangements (including Directors' and Officers' liability insurance), and escalate material governance or compliance breaches to the Board.

4. Governance and Compliance

- Ensure compliance with relevant laws, including the ACNC Act, CTA Constitution, and relevant aspects of the Corporations Act 2001 (where applicable).
- Maintain and update governance policies and procedures in line with evolving legislative and regulatory requirements.
- Support CTA's adherence to the ACNC Governance Standards.
- Support the CTA Board by identifying opportunities for continual improvement in secretariat processes and practices.

Experience, Skills and Knowledge

Experience:

- Tertiary qualifications in business, law, governance, or a related field.
- Previous experience in a company secretarial or governance role, ideally within a large not-for-profit setting.
- Proven experience in managing Board and committee operations, including agenda setting, minute-taking, and reporting.
- Previous experience managing Board portals.
- Proficiency in the Microsoft Office suite.
- Membership of the Australian Institute of Company Directors (AICD) or membership of the Governance Institute of Australia (GIA), or an equivalent Chartered Secretary qualification.

Skills & Knowledge:

- Strong understanding of corporate governance principles, legal compliance, and statutory reporting requirements.
- Ability to maintain high integrity, discretion and confidentiality, as well as exercise sound judgement.

- Demonstrated ability to collaborate and work effectively in teams or committees across organisations to achieve shared goals.
- Excellent organisational skills, with the ability to handle multiple tasks and meet strict deadlines.
- Excellent written and verbal communication skills, with the proven ability to build trusted relationships with both Board members and executive management.
- Positively contribute to the organisational culture and values.

Our Values

All CTA staff are expected to actively support and demonstrate our organisation values in all work activities and interactions.

Shared Purpose | Integrity | Collaboration | Adaptability | Compassion

Acknowledgment

Employee Name: _______________________________ Date: _______________

Employee Signature: ____

Manager Name: ________________________________ Date: _______________

Manager Signature: ____