

POSITION DESCRIPTION: COMPANY SECRETARY

Title:	Company Secretary
Role:	The Company Secretary is responsible for the smooth and efficient running of Board meetings and committee meetings, providing assistance and support to the Chair.
Term	<ul style="list-style-type: none">• Permanent position as determined by the Board.
Time Commitment	<ul style="list-style-type: none">• Usually fulltime or as required by the Board.
Qualifications	<ul style="list-style-type: none">• Relevant Company secretarial / governance experience with related professional qualifications and affiliations.
Responsibilities:	<ul style="list-style-type: none">• Liaising with the Chair and Managing Director to plan, arrange and produce agendas for Board meetings and subsequent minutes.• To act as Company Secretary and ensure the Company complies with laws and regulatory requirements.• Advise and provide guidance to the Board in relation to any legal and regulatory implications of the Company's strategic plans.• Support the Board in fulfilling their duties and responsibilities, including organising Director induction and ongoing training.• Keep the register of members, record of office holders and register of interests.
Expectations:	<ul style="list-style-type: none">• Commitment to the business of the Company.• Attendance at Board meetings.• Attendance at annual general meeting and other general meetings.• Prepare for and participate in the discussions and deliberations of the Board.• Adherence to the Company's Code of Business Conduct and Ethics and all other policies of the Company.