# Position Description

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| POSITION TITLE | **Company Secretary** |
| **POSITION TYPE & TENURE** | **0.4 FTE Fixed Term 6 months** |
| **SALARY** |  |
| **REPORTS TO** | **Board of Directors** |
| **DIRECT REPORTS** | **Nil** |
| **WORKING RELATIONSHIPS** | **Directors, CEO, Management, Consultants, Government Departments** |
| **LOCATION** | **Flexible: Fairfield Office, with some work from home** |
| DATE APPROVED |  |

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| **ABOUT CFS** |
| Community First Step (CFS) is a for purpose (NFP) organisation based in Fairfield, offering a wide range of services including children’s services, disability services, community development, youth and family case management services, emergency relief services. With a history that spans over 40 years, we employ 85 staff from 17 cultural backgrounds and service 3500 clients a year.    Our **PURPOSE** is to empower the Community in South West Sydney to overcome social and economic disadvantage by identifying community need and supporting sustainable capacity building.  Our **VISION** is that communities in South West Sydney have equal opportunities to thrive in their lives and livelihooods. |

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| **ROLE OVERVIEW** |
| The Company Secretary reports to the Board of Directors and works closely with the CEO to support effective governance of the organisation. The role involves administration, document preparation, report design, meeting management |

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| **JOB REQUIREMENTS** |
| * Proven experience as a company secretary, with demonstrated understanding of the Corporations Act and company reporting requirements * Membership of a relevant professional body such as the Governance Institute of Australia, AICD or similar * Excellent writing skills including business reporting, minute taking and policies * Strong interpersonal skills and an ability to build rapport with people at all levels of an organisation * Excellent organisational skills * Accountability, reliability and confidence, with proven ability to work with a remote team * Ability to work under pressure, with tight deadlines * Solid experience in compliance related roles such as working with vulnerable people, accounting, legal or other * Project management skills considered favourably |

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| DUTIES AND RESPONSIBILITIES |
| Duties of a Company Secretary as required by the Corporations Act and Company’s Constitution |
| 1. ensure that CFS complies with its statutory obligations under any relevant laws and regulations 2. statutory records    1. maintain registers    2. ensure requisite retention of documents and records 3. ensure completion and lodgement of statutory forms/returns and reporting under the Corporations Act, ACNC and other relevant legislation/regulation, including    1. annual accounts    2. annual return    3. change in Directors, secretaries, constitution 4. Board meetings    1. arrange/co-ordinate meeting dates, times and locations    2. set agenda in consultation with CEO and Chair    3. compile and circulate papers to Directors prior to meetings    4. take minutes 5. have custody of the Common Seal and record usage 6. ensure adherence with the Company's Constitution 7. carry out other functions, if any, required of the Company Secretary by the Constitution 8. assist the Chairman and Directors in the conduct of meetings and their directorial and governance obligations and responsibilities |
| Other Corporate Administration Duties |
| 1. establish and implement an annual governance calendar 2. maintain a complete register of Board Policies and manage the associated review program 3. prepare a company secretarial report to the Board of Directors' meetings covering such areas as    1. disclosure reports/ASIC filings    2. Directors' interests    3. usage of Common Seal    4. changes in applicable laws/regulations 4. corporate governance    1. prepare charters for committees    2. write briefing papers    3. arrange board and committee meetings including preparation of agendas, minutes, papers, proposals    4. take minutes 5. annual accounts    1. ensure timely lodgement with ASIC/ASX? 6. annual report    1. ensure timely lodgement with ASIC/ACNC and arrange distribution to shareholders 7. general meetings    1. arrange AGM (and any other extraordinary general meetings)    2. give due notice    3. prepare agenda    4. compile briefing notes for Chairman to conduct meeting    5. manage proxy votes    6. take minutes 8. guidance to Directors and management on various matters such as (to the extent not otherwise provided by professional advisers)    1. trade practices/consumer laws    2. environmental matters    3. workplace, health and safety    4. employment laws    5. superannuation    6. insurance 9. other matters as reasonably required by Directors from time to time |

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| KEY PERFORMANCE INDICATORS |
| 1. board packs prepared 1 week prior to board meetings, 3 days prior to Finance Committee, and 1 week prior to other committee meetings 2. minutes provided to chair and CEO within 3 days of meetings 3. board calendar implemented effectively 4. effective and timely executive reporting against KPIs, business plans, risk and projects 5. Up to date registers of directors, interests, expenses 6. Board Policies up to date and compliant 7. Compliance with Corporations Act and company constitution |