



POSITION	Board Company Secretary
SALARY	Voluntary
EMPLOYMENT TYPE	Voluntary
LOCATION	Sydney
START	ASAP

batyr is a 'for purpose' preventative mental health organisation, created and driven by young people, for young people. We run programs that help smash the stigma surrounding mental health and empower young people to reach out for support. We help create supportive communities.

We are an energetic, fun and dynamic team who are excited about changing the way we speak about mental health. We are on the hunt to build our team with even more passionate, skilled and driven people to continue to develop our high-performance culture and expand the reach and impact of batyr. If you want a workplace where you can bring all of your full, weird and wonderful self to the office, this is the place.

about you

You're a legal and governance legend, looking to use your skills and experience to give back to the community. You pride yourself on your judgement, integrity, and your ability to drive a culture of good governance and best practice. You know how to use your people and collaboration skills for good and not evil - to develop great relationships and become an important part of a close knit Board/team.

When it comes to prioritising, Cirque du Soleil might want to give you a call. Because you're a pro at juggling tasks, working well under pressure and managing your time. If there's something that needs organising, you're all over it with high-level planning and logistics skills and a keen eye for detail. Most of all, you're passionate, committed and can't wait to make a difference to a growing not for profit with big goals of reaching 1 million young people with our engaging programs.

position summary

The Company Secretary holds primary responsibility for ensuring Board processes and procedures run effectively and efficiently as well as compliance with duties under the Corporations Act 2001 (Cth), ACNC Regulations 2013 (Cth), and any other relevant legislation. The Company Secretary is accountable to the Board, through the Chair, on all governance matters and reports directly to the Chair as the representative of the Board. All Directors have a right of access to the Company Secretary.

The Board meets every 6-8 weeks, with approximately 4 hours work required in preparation before each meeting. The Company Secretary will need to meet regularly with the Chair and CEO and deal with administrative tasks relating to maintaining regulatory compliance.

key responsibilities

legal compliance

Work with the Chair, Directors and CEO to:

- Ensure that the Company complies with its statutory obligations under any relevant laws and regulation.
- Assist the Board to ensure the completion and lodgement of statutory forms and reports under the Corporations Act 2001 (Cth), ACNC Regulations 2013 (Cth) and other relevant legislation including:
 - Half-yearly and annual accounts;
 - Annual return; and
 - Change in directors and other office holders.
- Maintain accurate statutory records and ensure requisite retention of documents and records.
- Ensure that the highest standards are deployed across the organisation to fulfil any legal obligations and ethically throughout the organisation to ensure the best industry standards are maintained.
- Keep informed of developments in legal compliance requirements, not-for-profit management and governance, philanthropy, social enterprises and fund development.
- Ensure adherence with the Company's Constitution and carry out other functions, if any, required of the Company Secretary by the Constitution.
- Liaise and correspond with relevant regulators including: ATO, ASIC, ACNC, OLGR and other various state and territory based agencies that currently oversee fundraising.

administration

Work with the CEO, General Manager and CEO's Executive Assistant to:

- Maintain accurate records and registers for the Company.
- Maintain up-to-date contact details (i.e. names, addresses and telephone numbers) for the Board and (where relevant) ordinary members of the organisation.
- File minutes and reports.
- Maintain a database of names and addresses that are useful to the organisation.
- Maintain a diary of future activities and corporate actions required.
- Maintain a record of declarations, disclosures and conflicts of interest of Directors and office holders.
- Assist with and/or attend to signing of contracts and other documentation in connection with administrative matters.
- Assist with preparation and lodgement of periodic financial reports as required and liaise with accountants, auditors, lawyers and other professional advisers in relation to various corporate matters.
- Ensure financial records are prepared and lodged in a timely manner.

meetings

Work with the Chair, CEO, and CEO's Executive Assistant to:

- Arrange and coordinate Board Meetings.
- Source and set agenda items with Chairperson, board members and the executive.

- Compile and circulate agendas, reports and other relevant documents to Directors at least one week prior to meetings.
- Take minutes at meetings, and circulate approved minutes and follow up with Directors in a timely manner.
- Initiate and direct action to give practical effect to decisions.
- Assist the Chairperson and Directors in the conduct of meetings and their directorial and governance obligations and responsibilities.
- Assist the Board with arranging and coordinating the Annual General Meeting and any other extraordinary meeting including giving notice to members, the Board and relevant stakeholders; preparing the agenda with the Chairperson and Directors; prepare briefing notes for the Chairperson; and take minutes.

[governance](#)

Work with the Chair, Directors and CEO to:

- Assist the Board to articulate its own role and accountabilities, and that of its committees and individual members, and assists the Board Chair to evaluate Board performance on a regular basis.
- Work with the Board Chair and Chief Executive Officer to enable the Board to fulfil its governance functions.
- Facilitate the optimum performance by the Board, its committees and individual Board members, in particular by assisting with the drafting of the Board agendas, and ensuring appropriate and accurate reporting.
- Assist the Board Chair to focus the Board's attention on long-range strategic issues.
- Assist the Board in keeping its Board Charter up to date.
- Prepare and distribute briefing papers which may include executive reports.
- Assist with the preparation of the Annual Report and ensure timely lodgement as required by relevant regulators including ATO, ASIC, ACNC, OLGR and other state or territory based fundraising regulators.

[essential selection criteria](#)

- A tertiary qualification in Law or Business
- Experience as a Company Secretary or in a similar governance role

[desirable selection criteria](#)

- Experience working with a not for profit

If you feel your skills, experience or capacity don't fully align with the requirements set out above, we are also on the lookout for two committee secretaries. These roles will involve some of the responsibilities of the Company Secretary - though in a reduced capacity - and they present a unique opportunity to build experience and exposure in the NFP space. If the company or committee roles sound like you, please get in touch and apply as per the directions below.

[how to apply](#)

Please email your cover letter & CV to careers@batyr.com.au by 9:00 am Monday 1 April, with the job title in the subject line.