

**POSITION** Growth Committee Secretary

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**EMPLOYMENT TYPE** Volunteer

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**LOCATION** Sydney, NSW

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**START** May, 2022

batyr is a charity that focuses on preventative education in the area of young people’s mental health. batyr provides programs that train young people to speak about their lived experience of mental ill-health, to start conversations in their community. batyr also provides speakers to schools and universities that engage, educate and empower the audience to learn from the experiences of others, and to reach out to the great services around them.

batyr has an energetic, fun and dynamic team of employees and volunteers who are passionate about creating behavioural change among young Australians around mental health. Excitingly, batyr is in the process of recruiting more passionate, skilled and driven people to continue to develop its high-performance culture and expand its reach and impact.

## POSITION SUMMARY

The Growth (**Committee**) Secretary holds primary responsibility for ensuring the processes and procedures of the Committee run effectively and efficiently and in accordance with the Growth Committee Charter. Secretarial duties are more specifically outlined below and include adequately preparing for Committee meetings, attendance and undertaking allocated follow-up tasks, office and site visits as necessary, as well as being available for ad hoc discussions from time to time.

## ABOUT YOU

You’re driven by your passion to make a positive difference in peoples’ lives. You get satisfaction from being involved in all ideas from conception and hopefully right through to implementation. You will have great organisational skills, people skills & a real knack for keeping people accountable for their actions! This is an incredible learning opportunity for a student with an active interest in tackling the stigma in young people around mental health, and are aligned to batyr’s five values; empathy, inclusivity, balance, positivity and boldness.

## batyr Australia Limited®

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## KEY DUTIES AND RESPONSIBILITIES

- Diarise, organise and attend Committee meetings (currently scheduled for 10<sup>th</sup> May, 9<sup>th</sup> August, and 4<sup>th</sup> October).
- Prepare the agenda for the meetings in conjunction with the Committee Chair (and CEO or Senior Leadership Team member as required), and ensure the agenda for each meeting and supporting papers are circulated at least one week before the meeting.
- Assist the Committee Chair and Committee Members in the conduct of meetings, and their governance obligations and responsibilities.
- Update the attendance register (saved in dropbox) at the conclusion of each meeting.
- Prepare and keep the minutes of Committee meetings, circulate them in draft to Committee Members within 2 days of a meeting and finalise them in accordance with the feedback received from Committee Members and under instruction from the Committee Chair.
- Prepare a separate Action List based on each minutes of meeting allocating responsibilities and time frames, and circulate this list along with the final minutes of each meeting to the Committee Members.
- Confer with the Committee Chair about what information, in addition to the meeting minutes, should be presented to the Board for the next Board meeting and provide all necessary information to the Chair/ Deputy Chair/ Board Company Secretary in time for the Board Pack to be circulated to Directors one week prior to the Board meeting.
- Ensure that the actions items arising out of each Committee meeting are followed up by the person nominated by the Committee to undertake the action prior to the next Committee meeting.
- Inform the Committee of the status of each action item arising out of each earlier Committee meetings prior to the next Committee meeting.
- Assist the Committee Chair in fulfilling his or her duties.
- File any Committee records in dropbox including any agendas, minutes or other relevant documents.

## HOW TO APPLY

Please email your CV to [jessie@batyr.com.au](mailto:jessie@batyr.com.au) to express your interest in the role and a brief cover letter outlining how you feel your strengths align to this role in 1-2 paragraphs by 26th April 2022.