Position Description

Position Title	Company Secretary
Location	Remote
Status	Part time
Hours	Approximately 5 hours per month
Reports to	NLN Chair, NLN Board

About the National Landcare Network

The National Landcare Network is the national representative body for community Landcare across Australia. We work collaboratively with State and Territory Landcare Organisations, government, industry and community stakeholders to strengthen and support the Landcare movement.

Our work focuses on enabling community led environmental outcomes, supporting volunteers and community organisations and building the long term capability of Landcare across Australia.

Position Overview

The Company Secretary plays a key governance and advisory role within the National Landcare Network and supports the effective operation of the Board and its governance framework.

This is a flexible governance role requiring approximately 5 to 10 hours per month, primarily aligned to Board meeting cycles and governance activities. The role is well suited to an experienced governance professional seeking a flexible appointment within a purpose driven national organisation.

The role is responsible for coordinating Board and governance processes, ensuring compliance with relevant legislative and regulatory obligations and supporting good corporate governance practices across the organisation.

Key Responsibilities

Governance and Board Support

- Coordinate Board and committee meetings including scheduling, agendas, meeting papers and minutes
- Support the Chair and CEO in managing Board processes and governance activities
- Maintain Board calendars, governance registers and corporate records
- Ensure Board papers and governance documentation are distributed in a timely and professional manner
- Coordinate out of session resolutions and governance correspondence
- Support Board induction and governance onboarding activities for Directors

Corporate Compliance

- Ensure compliance with obligations under the Corporations Act, ACNC requirements and organisational governing documents
- Maintain statutory registers and governance records
- Coordinate regulatory lodgements and reporting requirements
- Monitor governance obligations and provide advice on governance compliance matters
- Support the maintenance and review of governance frameworks, policies and delegations

Governance Advice and Administration

- Provide governance and procedural advice to the Board, Chair and CEO
- Support the development and implementation of governance policies and procedures
- Assist with risk management and organisational compliance activities
- Maintain confidentiality and integrity of governance information and records
- Coordinate governance related correspondence and stakeholder communications where required

Organisational Support

- Assist with governance improvement initiatives and governance administration activities
- Support continuous improvement of governance systems and processes
- Liaise with external advisors including legal providers, auditors and regulators where required
- Contribute to a culture of professionalism, accountability and good governance across the organisation

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Qualifications and Experience

- Demonstrated experience in governance, company secretariat or corporate administration roles
- Strong understanding of governance frameworks and compliance obligations for companies limited by guarantee and charities
- Experience supporting Boards and senior executives
- Excellent written communication skills including agenda preparation and minute taking
- Strong organisational skills with the ability to manage competing priorities and deadlines
- High level attention to detail and discretion in handling confidential matters
- Proficiency using Microsoft Office and digital governance platforms (Athena Board)
- Experience within not for profit, membership or community sector organisations would be highly regarded

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What Success Looks Like in This Role

- Board and committee processes operate efficiently and professionally
- Governance obligations and compliance requirements are met
- Directors receive accurate, well organised and timely governance information
- Governance records and registers are maintained to a high standard
- Governance systems and processes support effective organisational oversight
- The Board, Chair and CEO are well supported in governance and compliance matters

Why Join the National Landcare Network

- Flexible engagement requiring only a few hours per month
- Opportunity to contribute to a national purpose driven organisation
- Collaborative and professional working environment
- Opportunity to work closely with experienced Board Directors and senior leadership
- Meaningful work supporting community led environmental outcomes across Australia
- Opportunity to contribute to governance improvement and organisational growth

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