

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Company Secretary</b>
<b>Location</b>	<b>Level 4, 333 Queen St, Melbourne. Hybrid WFH and office</b>
<b>Tenure</b>	<b>As agreed, and set by IWDA Board</b>
<b>Time Commitment</b>	<b>The Board meets quarterly from approx. 4 – 7pm and holds a one-day strategy meeting annually on a weekend. Additional attendance will be required at committee meetings. Additionally, Company Secretary duties would require a commitment of approx. 3 hours per week</b>

### ABOUT THE ORGANISATION

IWDA is an Australia based organisation, resourcing diverse women’s rights organisations, primarily in Asia and the Pacific, and contributing to global feminist movements to advance our vision of gender equality for all.

**VISION:** Gender equality for all

**PURPOSE:** To defend and advance the rights of diverse women and girls

**VALUES:** Feminist, Accountable, Collaborative, Transformative

#### OUR GOALS 2020-2023:

1. Resource and contribute to resilient and vibrant feminist movements, primarily in the areas of freedom from violence and power, leadership and civic space
2. Promote systemic change towards gender equality for all
3. Build a resilient and relevant feminist organisation

We resource the work of diverse women’s rights organisations, enable them to be more effective by providing support that goes beyond money, and we make our own contributions to feminist movements through advocacy, knowledge creation and translation.

As part of this contribution, we take actions to decolonise our approach to feminism and development. We want to become the best at partnerships across the Majority and Minority worlds. This means we seek to understand and leverage our locational power so that we know when to:

**STEP UP** and use our power to leverage resources and access for women’s rights organisations, and make our own contribution to feminist movements

**STAND WITH** feminist movements in solidarity and amplify the work of global south actors

**STEP BACK** when others are better placed to take the lead

**SIT WITH** uncertainty, embrace communal learning and deep listening, and accept that time is needed to collectively discern the best course of action.

Our [2023-2025 Strategic Plan](#) outlines a third way between the models of women’s funds and international development NGOs.

*International Women’s Development Agency (IWDA) has an Equal Opportunity exemption (H204/2021) that allows us to advertise for, request applications from, and engage people who identify as women only (including trans women). IWDA encourages women from culturally and linguistically diverse backgrounds and women with disabilities to apply. Any offer of engagement will require a National Police Check and endorsement of IWDA’s Child Protection Code of Conduct.*

POSITION SUMMARY	
<p>The Company Secretary role is an important contributor to our success by providing high quality, timely and effective secretariat and governance support and advice to the board and leadership of IWDA.</p> <p>The main purpose of the role is to facilitate IWDA's corporate governance processes and ensure that board processes run efficiently and effectively.</p>	
KEY RELATIONSHIPS	
Reports to:	The CEO in relation to the day-to-day duties of the role (including compliance and administration) and to the Co-Chairs of the Board on matters to do with the proper functioning of the Board of Directors.
Internal:	IWDA board members, CEO and IWDA Leadership Team, Executive Assistant to CEO (who provides administrative support to CEO and prepares and distributes board packs)
External:	Australian Council for International Development (ACFID), Australian Charities and Not-for profits Commission (ACNC), Australian Securities and Investment Commission (ASIC)
KEY RESPONSIBILITIES	
<p><b>Meetings and Minutes</b></p> <ul style="list-style-type: none"> <li>Record and distribute the minutes of board and committee meetings</li> <li>Oversight/advice on distribution of agenda and board papers processes by Executive Assistant to CEO as set out in the board calendar and any associated policies</li> <li>Oversight of maintenance of a complete set of board and board committee papers and records of members' and directors' meetings at IWDA's office and on the board portal</li> <li>Administer annual general meetings of IWDA</li> </ul> <p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>Ensure all requirements of ACNC and ASIC are met, including preparation oversight and lodging of the Annual Information Statement, financial reports and required notices, for IWDA and the IWDA Foundation</li> <li>Support IWDA's compliance and governance framework, including the development and maintenance of compliance policies, processes and procedures</li> <li>Maintain the IWDA Governance Manual and track validity of board governance processes</li> </ul> <p><b>Governance Administration</b></p> <ul style="list-style-type: none"> <li>Provide governance and company secretarial advice and services to the board and CEO</li> <li>Co-ordinate the review cycle for Board charters</li> <li>Maintain company registers including register of members and directors</li> <li>Any other services the Co- Chairs or board may require</li> <li>Coordinate board professional development and self-evaluation processes</li> </ul>	
SELECTION CRITERIA	
Technical Experience	Behavioural Competencies
<ol style="list-style-type: none"> <li>A commitment to the work of IWDA</li> <li>Experience and/or training as a Company Secretary, preferably within the NFP sector</li> <li>A well-developed knowledge of governance compliance and procedures, including the management of board and board committee records</li> <li>Excellent written communication skills</li> <li>Highly developed interpersonal skills to establish effective working relationships at senior levels</li> </ol>	<ul style="list-style-type: none"> <li>Valuing Diversity</li> <li>Empowerment</li> <li>Managing Work &amp; Quality</li> <li>Acting with Transparency</li> <li>Building Trusting Relationships</li> <li>Collaborating for success</li> <li>Learning, Improving &amp; Adapting</li> <li>Judgement &amp; Decision Making</li> </ul>

<p>6. Proven time management skills and ability to work with minimal supervision or direction set personal workload priorities, observe time constraints and plan and coordinate adherence to deadlines</p> <p>7. Understanding of the Corporations Act and Australian Charities and Not-for-profits Commission Act as it relates to the company secretarial function</p>	
<p><b>VALUES &amp; BEHAVIOURS</b></p>	
<p>IWDA's values are at the heart of our work and shape what we do and how we do it. All IWDA staff, volunteers and Directors are required to understand these organisational values, integrate them into their work and demonstrate behaviours which reflect these values.</p>	
<p><b>OTHER REQUIREMENTS</b></p>	
<ul style="list-style-type: none"> <li>• Act at all times in accordance with IWDA's Code of Conduct and Policies</li> <li>• Comply with IWDA's Occupational, Health, Safety &amp; Wellbeing Policy and practices</li> <li>• Act at all times in accordance with IWDA's Child Protection Code of Conduct and Policy</li> <li>• Undertake Police Check upon appointment, and every two years thereafter. The cost of these checks will be covered by IWDA.</li> </ul>	