



GUNDITJ MIRRORING

Traditional Owners
Aboriginal Corporation
RNTBC

POSITION DESCRIPTION

BOARD SECRETARY

POSITION DETAILS

Position Title:	Board Secretary
Hours:	22.8 hours per week (0.6)
Wages:	\$33.88 per hour with salary packaging available Clerks Private Sector Award
Position Status:	Temporary Part Time (until 30 June 2019)
Location:	Gunditj Mirring Traditional Owners Aboriginal Corporation ("GMTOAC") office, located at 4/48 Edgar Street, Heywood and/or Lake Condah Mission, Breakaway Creek, Victoria.
Reporting to:	CEO and Board of Directors
Date approved:	March 2018

POSITION SUMMARY

Reporting to the CEO, the Board Secretary is responsible for providing support to the Board of Directors, CEO, Members and GMTOAC staff to contribute to the leadership and delivery of governance across the organisation.

The Board Secretary provides a comprehensive service that effectively supports the conduct of Director Meetings, General, Annual General Meetings and other corporation meetings to assist with the implementation of GMTOAC resolutions.

ROLE RESPONSIBILITIES

Role Relationships

Works cooperatively with stakeholders including:

- Board of Directors
- GMTOAC employees
- Office of the Registrar of Indigenous Corporations (ORIC)
- Gunditjmarra native title holders
- Gunditj Mirring members

Governance & Administration

- Update and maintain documentation in accordance with the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (“CATSI Act”), CATSI Regulations, GMTOAC Rule Book, Registers, policies and procedures.
- Provide administrative support to the Directors, CEO and staff including word processing, document management and assistance with projects as required.
- Develop, document and review Governance procedures.
- When required, ensure relevant documents are updated and posted on corporation website and Facebook page.
- Respond and meet reporting requirements of ORIC when required.
- Accurately maintain governance and corporation information including legislation, registers, policies, procedures and associated documents including those required under the CATSI Act & GMTOAC Rule Book.
- Continuous improvement surrounding governance processes and procedures.
- Facilitating the process for nomination and election of member directors in accordance with the GMTOAC Rule Book including working with the Victorian Electoral Commission.

Meeting responsibilities

- Manage, coordinate and attend Directors meetings, General meetings, Annual General Meetings and other corporation meetings.
- Coordinate the production and distribution of meeting reports, notices, agendas and minutes and update associated documents.
- Manage printing, distribution of reports for Directors and Member consideration.
- Ensure that the minutes of corporation meetings are efficiently and effectively recorded and are available in a timely manner for actioning by Directors, members and staff.
- Ensure efficient and effective record management of minutes and documentation in accordance with CATSI Act.
- Maintain/monitor resolutions/required actions and other records associated with corporation meetings and prepare reports as required.
- If used, maintain and use audio visual technology for corporation meetings and provide training/support to staff in its use.

Occupational Health & Safety/Risk Management

The following items are the duties of each employee:

- Commitment to a safe and healthy work environment.
- To take reasonable care for own and others safety which may or may not be affected by acts or omission of action.
- Co-operate with GMTOAC with respect to any action taken by GMTOAC to comply with any requirement imposed by or under the Occupational Health and Safety Act.

- Report all safety and risk exposures, including theft and property damage, to the CEO.
 - Do not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety and welfare.
 - Not wilfully place at risk the health and safety of any person at the workplace.
 - Ensure GMTOAC's risk and OHS policies and procedures are observed and complied with.
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KEY SELECTION CRITERIA

Qualification and/or experience

- Relevant qualifications in business administration, finance or a related field and/or a minimum of 5 years' experience in office administration.

Specialist Knowledge:

- An awareness and understanding of historic and current issues affecting Gundiṯjmarā people and country; as well as the broader Australian Aboriginal and Torres Islander community and their relationships with the broader Australian society in order to communicate effectively and sensitively with Gundiṯjmarā people and other stakeholders.
- An understanding of the Gundiṯj Mirring Traditional Owners Aboriginal Corporation, its operations and activities.

Knowledge and Experience

- Well-developed minute taking skills in a formal meeting environment including minimum typing speed of 60 wpm.
- Development and implementation of procedures including documentation and associated record keeping.
- Ability to negotiate and resolve conflict constructively, work in a tactful and diplomatic manner and respond appropriately when dealing with sensitive matters.
- Organisation and self-management skills including the ability to prioritise duties and meet deadlines.
- Sound use of Information Technology applications including Internet, Email, Calendar, Microsoft Office (Word, Excel, PowerPoint etc.).
- Ability to undertake research and prepare correspondence, reports and other written documentation.
- Ability to work both independently and as a member of a team, take responsibility, display initiative, set goals and manage competing priorities.
- Ability to comply with policies and procedures, legislation and regulations.
- Excellent written and oral communication skills to work effectively with a range of stakeholders.

Conditions of Employment

- Must have a Victorian Drivers Licence.
- Ability to obtain a positive National Police and Working with Children Checks.

OTHER RELEVANT INFORMATION

Privacy collection:

In accordance with the *Australian Privacy Principles*, the following information is provided:

The organisation collecting your personal information is GMTOAC which can be contacted by telephone on 0355271 427, by email at shelley@gunditjmirring.com, or in writing to GMTOAC, PO Box 216, Heywood, Victoria, 3304.

You may request access to your personal information that we have collected through recruitment.

The primary purpose for the collection of your personal information is to consider you for employment with GMTOAC, both now and at any time in the future. This information will be collected via written correspondence and is stored at the GMTOAC.

Your personal information is not usually disclosed outside GMTOAC for recruitment purposes.

The main consequence of personal information not being provided is that we may not be able to consider you for employment with GMTOAC.

General:

The successful applicant will need to disclose any pre-existing illness or injury known that could reasonably be foreseen to be affected by the work duties described.

Pursuant to s82(7) of the Accident Compensation Act, failure to disclose or make a false or misleading disclosure any recurrence, aggravation, acceleration, exacerbation and deterioration of the pre-existing injury or disease may mean that if employed the successful applicant will not be paid compensation for that condition.

Applications to:

Applications with current resume addressing the key selection criteria close at 5:00pm Monday 16 April 2018 and should be sent to:

Shelley Bourke - Corporate Services
Gunditj Mirring Traditional Owners Aboriginal Corporation
PO Box 216
Heywood VIC 3304

or:

shelley@gunditjmirring.com

Signed:

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Employee's Name

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Employee's Signature

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Date

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CEO signature

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Date

<i>GMTOAC document control:</i>		
Board Secretary	Author	Date updated:
Original prepared by:	Shelley Bourke	March 2018