Position Description

Board Secretary

# Purpose of Position

The Board Secretary is responsible for effective management of the operation of the Vision Australia Limited (VAL) and Vision Australia Foundation (VAF) Boards and the three committees of the Boards and wholly owned subsidiaries of Vision Australia Limited.

The Board Secretary reports jointly to the Chair of Vision Australia and the Chief Executive.

# Context

The VAL and VAF Boards, Committees, and subsidiary Boards meet regularly to govern the organisation's affairs. It is in the best interests of Vision Australia that we deploy the time volunteered by Directors and the efforts of management in the most effective way possible.

The role of the Board Secretary is to contribute their expertise, working with Board and Committee members and management to achieve the best possible governance outcomes for Vision Australia.

The Board Secretary's role is not that of the Company Secretary; however, there will be a close working relationship with the Company Secretary, a position held by our Chief Financial Officer.

# Principle Responsibilities

1. In conjunction with the CEO, optimise the relationship between the Boards, Committees and management to ensure access to all relevant and material information.
2. Working closely with the Chairs of VAL and VAF, Committee Chairs, subsidiary company Chairs and the CEO, ensure the smooth operation of the Boards and Committees through:
* preparation of Board and Committee calendars setting out both meeting timing, locations and the program for the year;
* meeting planning, agenda preparation and logistics;
* orchestration of papers, in particular quality and consistency checking of material presented to Boards and Committees;
* taking minutes and preparing a register of Matters for Action for each Board and Committee, seeking verification of these minutes, and ensuring Chair signoff of Board minutes.
1. The Board Secretary will maintain:
* a repository of Board and Committee information, including Company Constitutions, Board and Committee Charters, Board Policies, past Board and Committee papers and minutes, contact information for Directors and Committee members, and any other relevant reference documentation;
* registers of directors' interests and the skills matrices for the VAL and VAF Board; and
* an information pack suitable for providing information to prospective or recently appointed directors, to include an overview of Vision Australia, constitutions, charters, the strategic plan, values, and other documentation of value.

# Key Performance Indicators

1. We will measure the Board Secretary’s performance against the following criteria:
	1. The delivery of Board information to directors one week before Board and Committee meetings (Unless otherwise agreed).
	2. Quality and consistency of Board and Committee agenda and papers.
	3. Quality and consistency of Board and Committee meeting minutes taken, with minutes distributed to the Chair for review no more than five days post-meeting.
	4. The (blindness and low vision) accessibility of documents provided to the Board and Committees.
2. Adherence to Vision Australia values.

# Essential Job Competencies

1. Governance and Strategy
	1. Demonstrable expertise in governance, Board operations, and general management in organisations of comparable scale and complexity to Vision Australia.
2. Leadership
	1. Demonstrates strong leadership, particularly the ability to influence those outside direct management responsibility or sphere of influence.
	2. Ability to work as a member of a team at all levels within an organisation.
3. Personal Effectiveness
	1. Able to maintain absolute confidentiality in all matters relating to Vision Australia.
	2. Outstanding verbal and written communication skills, particularly the preparation of complex reports suitable for Board decision-making.
	3. Excellent skills in the use of Microsoft Office, Sharepoint, Zoom and Microsoft Teams.
4. Able to subscribe to and operate within the values of Vision Australia at all times.

# Professional Qualifications

The successful candidate will hold a tertiary qualification in governance, company secretary, or the law, augmented by a significant level of professional experience in the “for profit” or “for purpose” business sectors.

# Vision Australia Environment

Vision Australia offers employees a high level of flexibility. While this role involves inter-state travel and fixed obligations relating to Board and Committee days, there is also flexibility regarding the days worked and work setting (flexibility around working from home). Vision Australia ICT facilitates working from anywhere there is an INTERNET connection.

Many Vision Australia employees work with Seeing Eye Dogs, and all employees are likely to have contact with working dogs.

Employment is subject to the Organisation receiving a National Police Record Check, Working with Children Check (in all States requiring this check for directors and officers), and NDIS Worker Check.