**[insert organisation name/logo]**

Position Description for Board Secretary

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| **Board Member Position** | **Board Secretary** |
| **Function** | Governance of **[insert organisation name]**, ensuring optimal performance and compliance with legal requirements. |
| **Term** | **[Insert number of years]** years commencing on **[insert date of appointment]** |
| **Date of this Position Description** | **[Insert date of the last review of the document]** |

**Board member requirements**

* Attendance at **[insert organisation name]** Board meetings and at relevant **[insert organisation name]** events.
* Attendance at the Annual General Meeting.
* Knowledge and skills in one or more areas of Board governance: policy, programs, finance and/or personnel.
* Willingness to serve on at least one **[insert organisation name]** subcommittee or working group and participate actively in its work.
* High level of commitment to the work of **[insert organisation name]**.
* Willingness to invest in developing own governance skills.
* Be informed of the services provided by **[insert organisation name]** and support them publicly.
* Prepare for and participate in the discussions and the deliberations of the Board.
* Be aware of and abstain from any conflict of interest.
* Adherence to the **[insert organisation name]** Code of Conduct.

**Board member responsibilities**

**Planning**

* Participate in the development and endorsement of **[insert organisation name]**’s goal, outcomes and principles.
* Participate in the development and endorsement of **[insert organisation name]**’s strategic plan.
* Approve operational policies and monitor **[insert organisation name]**’s performance against policies and the strategic plan.
* Review and endorse **[insert organisation name]**’s annual budget and other financial plans.

**Organisational**

* Understand and work to the **[insert organisation name]** Constitution.
* Select, monitor, advise, support, and reward the CEO/Manager.
* Contribute to effective Board recruitment and succession planning
* Foster a positive working relationship with other Board members and the CEO/Manager.
* Review the performance of the Board and participate in performance improvement.

**Operations**

* Review **[insert organisation name]**’s achievements compared with the strategic plan.
* Provide constructive criticism, advice and comments to the CEO/Manager on organisational improvement.
* Approve major decisions in line with Board roles and responsibilities set out in the Governance Policy.
* Participate in high level complaint and grievance management as required.

**Financial operations**

* Monitor financial performance.
* Ensure the financial structure is adequate for **[insert organisation name]**’s current needs and longer-term strategy.
* Ensure the Board and committees are adequately informed of financial status.
* Ensure that published reports properly reflect the operating results and financial condition of **[insert organisation name]**.
* Ensure appropriate conflict of interest policies are in place and that they are monitored and enforced.
* Appoint independent auditors, subject to approval by members.
* Be informed of, and ensure compliance with, relevant legal requirements.
* Ensure appropriate risk assessment and risk management procedures are in place

**Advocacy and representation**

* Advocate for and represent **[insert organisation name]** to government and stakeholders.
* Participate in external committees, forums and meetings to represent **[insert organisation name]** members.

**Specific Board Secretary responsibilities**

* A time commitment of approximately **[insert number of hours]**, which includes time with **[insert organisation name]** CEO/Manager outside of Board meetings, overseeing Board meeting preparation and minutes, meeting attendance and committee meeting representation.
* Ensure accurate record management of Board meeting agendas, minutes, Board member attendance, and Board member contact details.
* Assist in organising Board meetings, AGMs, Special and Extraordinary meetings of **[insert organisation name]**.
* Review and ensure compliance with relevant legal requirements.

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| **Verification & agreement** | |
| I have read and agree to the position description for Board Secretary. | |
| **Position holder’s name** |  |
| Signature |  |
| Date |  |