

Volunteer Position Description

Role Title: Company Secretary

Reports to: Chair and CEO, Health Consumers Queensland

Location: Brisbane

About Health Consumers Queensland

Health Consumers Queensland (HCQ) is the peak organisation representing the interests of health consumers and carers in the state. We are committed to a health system, which delivers quality and safe health services and values the voice of consumers in how health services are designed and delivered.

Our priority focus is on consumer engagement that influences and leads improvements and delivers better health outcomes for all Queenslanders. We achieve this through our Queensland-wide health consumer network, tailored training and skills development programs, and maximising opportunities for consumer representation at all levels of the health system.

Health Consumers Queensland is a not-for-profit company limited by guarantee and a registered health promotion charity and we believe in improving health outcomes for people in Queensland.

Role Summary and Purpose

We are seeking a Company Secretary to support the growth of Health Consumers Queensland. This person will liaise closely with the CEO and Board Chair to manage corporate governance and regulatory compliance.

This pro-bono role would be suited to someone who wanted to apply their experience in non-profit board, governance or charity legal compliance.

Responsibilities of the Role

1. Oversight of routine Company Secretary responsibilities for HCQ, as delegated to HCQ staff, e.g. secretariat support for board and committee meetings, lodgement of required returns and reports to regulators, maintenance of statutory registers etc.
2. Annual review of the Company's Constitution, high-level corporate governance policies, and Directors' legislative/regulatory reporting arrangements, with summary report and advice of any required changes.
3. Ad hoc guidance and support on actioning any changes, and dealing with emerging governance issues – as requested by the Company.
4. Written advice about legislative/regulatory changes (either publicly proposed or finalised) that may impact any of the matters mentioned in item 1 above – as soon as convenient after such proposals are released or amendments are finalised.

Selection Criteria

Selection criteria for the role are outlined in the following table:

<u>Knowledge</u> <ul style="list-style-type: none">• Substantial knowledge of legislative and regulatory compliance required of an Australian charity (ACNC)• Knowledge of Directors' duties and Constitutional obligations under the <i>Corporations Act 2001</i> etc
<u>Skills</u> <ul style="list-style-type: none">• Excellent written and verbal communication skills• Demonstrated organisational skills and a compliance orientation from an organisational perspective
<u>Experience</u> <ul style="list-style-type: none">• Proven track record of success in company secretary functions and/or similar legal or governance experience• Working in small purpose driven organisations
<u>Personal Attributes</u> <ul style="list-style-type: none">• Detail and compliance oriented• High level of confidentiality• Commitment to Health Consumers Qld's vision, mission, values and strategic objectives• Flexible, creative and comfortable with ambiguity or complexity
<u>Qualifications</u> <ul style="list-style-type: none">• Tertiary qualifications in law or finance/commerce/accounting

Other related information or requirements

Health Consumers Queensland is welcoming people from the widest possible diversity of background, culture and experience, including those from an Aboriginal and Torres Strait Islander background.

We will make any practical adjustments to enable our people to participate fully in an inclusive working environment. Please let us know if you require any special assistance in completing your application or attending an interview.

How do I apply?

Please submit a copy of your CV (maximum 3 pages) as well as a cover letter (maximum 2 pages) that briefly addresses the selection criteria.

Final applications will be received by 5.00pm on 17 May 2019.

Applications should be sent to info@hcg.org.au with the subject line "Application for Company Secretary". For further information, please phone Alison Cuthbert, 0439 671 133.