



the Jane Goodall Institute Australia

Volunteer Company Secretary

Dr. Jane Goodall DBE, world-renowned ethologist, humanitarian, conservationist and UN Messenger of Peace, founded the Jane Goodall Institute in 1977. Jane's pioneering study of wild chimpanzees began over 60 years ago in Tanzania, Africa, where she made multiple discoveries that radically changed and enriched the field of primatology. Today, there are JGI chapters in 35 countries around the world all working to support Dr Goodall's vision and legacy.

The Jane Goodall Institute Australia (JGIA) is one of the global offices and was founded in 2007 and is an Australian non-profit and registered environmental organisation. Our purpose is to "inspire actions that connect people with animals and our shared environment" and JGI is widely recognised for establishing innovative, community-centered conservation and development programs in Africa and the Roots & Shoots education program.

Headquartered in Sydney, JGIA is staffed by a small, dedicated team and has volunteers across Australia as well as a board of directors based in New South Wales and Victoria. Board members are non-executive directors of the Jane Goodall Institute Australia and have a legal and ethical responsibility to ensure that the organisation does the best work possible in pursuit of its goals. This also includes providing time, energy, expertise and insight to committee work and fundraising.

JGIA is committed to an inclusive culture and encourages applications from people with diverse backgrounds irrespective of gender, disability, ethnicity, generation and sexual orientation and people of varying age.

About the role

The Volunteer Company Secretary will play an important role in supporting the effectiveness of the JGIA board and its committees, maintaining responsibility for the provision of high-level executive advice and minute taking for board meetings.

Reporting directly to the Chair, with reporting responsibilities to the CEO, the role requires full understanding of and compliance with relevant statutory obligations, ensuring requirements of ACNC, Australian Securities and Investments Commission (ASIC) and other regulators are met. This is a role that requires professionalism, interpersonal skills, energy and attention to detail.

The JGIA Office is headquartered in Sydney; however, applications will be accepted from other locations within Australia.

Key Responsibilities:

- Managing board processes – board and committee papers and circulation of agendas, minutes, discussion papers, proposals for the board and its committees;
 - Ensuring the necessary registers are established and properly maintained and ensuring that the company's financial records are maintained, and reports prepared in accordance with the requirements of the Act;
 - Understanding and ensuring the company complies with its statutory obligations, ensuring requirements of ASIC, ACNC, Australian Taxation Office and other regulators are met, including continuous disclosure;
 - Providing or procuring advice for directors regarding application of the Act, company constitution and other legal and regulatory requirements;
 - Policy formulation for the board and the development, implementation, communication and maintenance of compliance policies, processes and procedures;
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- The organisation and running of annual general meetings and ensuring members' and directors' meetings are properly called and held;
- Ensuring records of members' and directors' meetings are kept in compliance with the Act and the organisation's constitution;
- Maintain a systematic filing process to store all relevant contracts and agreements, ensuring consumers' rights are protected adhering to legislative and regulatory compliance related to privacy and confidentiality at all times;
- Advising the board on good practice in corporate governance, e.g. giving guidance on the legal implications of the way it discharges its duties, runs meetings, and makes decisions;
- Counselling the board on standards of ethical and corporate behaviour as well as promoting the compliance framework to safeguard the integrity of the organisation;
- Organising board performance reviews;
- and
- Organising Directors' & Officers' insurance.

Essential Selection Criteria:

- Tertiary qualification in Law, Corporate Governance or Business;
- High-level stakeholder management skills;
- Demonstrated excellent written and verbal communication skills and advanced MS Office skills;
- Experience scheduling meetings, development and distribution of agendas and comprehensive minute taking in meetings;
- High level of integrity including proven capacity to manage sensitive and confidential information; and
- Intuition and facilitation skills to understand and adapt to board and CEO sensitivities.

Benefits

Whilst this is not a paid position, JGIA offers a friendly, flexible and supportive work environment. This is a highly rewarding role for someone passionate about animals, people and our shared environment and an incredible opportunity to work with highly skilled and well-connected professionals. Required working hours will be 10-15 hours per month which will consist of

Board Meetings (Frequency): every two months

Committee Meetings (Frequency): minimum monthly

All Meetings Held: in person in Sydney (Restrictions permitting) or via video conferencing

How you will be assessed

You will be assessed on how you meet the selection criteria detailed in the application form. To ensure the panel can make an informed assessment, you are required to:

1. Complete the application form. Application forms can be obtained by emailing simon@janegoodall.org.au
2. Attach a current resume (of no more than 6 pages) including names and contact details of at least two referees who have knowledge of your work.

Please submit your application to Simon Duffy, Board Chair at simon@janegoodall.org.au

The selection panel will assess your suitability for the director role based on your responses, your resume and other selection processes, which may include an interview and criminal history check.

<https://www.janegoodall.org.au/>

Closing date for applications is 4 October 2021
