

Volunteer Position Description

| | |
|--------------------------|--|
| Volunteer Title: | Company Secretary |
| Reports To: | Chair, Robogals Board CEO, Robogals |
| Time expectation: | 1/2 day per week |
| Term: | 2 years + |

About Robogals

Robogals is an international, not-for-profit organisation that aims to inspire, engage and empower young women into engineering and related fields. This is achieved through fun and educational initiatives aimed at girls in primary and secondary school. Since its inception in 2008, Robogals has engaged almost 80,000 girls globally. Read more at www.robogals.org.

About you and the team

We are seeking a new Company Secretary to help lead Robogals into 2019 and beyond. This person will liaise closely with the CEO and Board Chair to manage the corporate governance and regulatory compliance of Robogals and is the Robogals Board's right hand person!

This volunteer role would be suited to someone who wants to learn more about non-profit Board function, governance or charity legal compliance and is a great opportunity to gain experience as a Company Secretary.

Responsibilities of the role



The table below articulates the responsibilities of Robogals’ Company Secretary:

| Function | % of time |
|--|-------------------|
| <p>Company Secretarial management:</p> <ul style="list-style-type: none"> • Ensuring that Robogals Ltd complies with statutory obligations under any relevant laws and regulations • Statutory records: <ul style="list-style-type: none"> ○ Maintain registers ○ Ensure requisite retention of documents and records • Ensuring completion and lodgement of statutory forms and reporting, including: <ul style="list-style-type: none"> ○ Annual accounts, annual information statements, changes in Directors and secretaries • Board meetings and General Meetings <ul style="list-style-type: none"> ○ Arrange/co-ordinate ○ Give due notice ○ Set agenda ○ Manage proxy votes ○ Manage election process ○ Compile and circulate papers to Directors prior to meetings ○ Take minutes ○ Follow up as required in relation to actions • Ensuring adherence to Robogal’s Constitution • Carrying out other functions, if any, required of the Company Secretary by the Constitution, the CEO, or the Board • Assist with the compilation of the Directors’ Reports for inclusion in the Annual financial reports and Annual Report • Ensure the Board induction documentation is up-to-date and assist new Directors with the induction process. | <p>80%</p> |
| <p>Relationship Management</p> <ul style="list-style-type: none"> • Communicate effectively with the Robogals Board, Robogals leadership team, volunteers and external stakeholders. | <p>15%</p> |
| <p>Innovation</p> <ul style="list-style-type: none"> • Identify and capitalise on opportunities to assist Robogals; impact through its Board and organisational compliance | <p>5%</p> |

Selection Criteria



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

| Selection Criteria | Essential | Desirable |
|--|----------------------|------------|
| <p>Knowledge <i>Information will be provided to enable this.</i></p> <ul style="list-style-type: none"> • Awareness of regulatory compliance required of an Australian charity (and ASIC) • Knowledge of Directors' duties and Constitutional compliance | X X | |
| <p>Skills</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills • Demonstrated organisational skills and a compliance orientation from an organisational perspective | X | X |
| <p>Experience</p> <ul style="list-style-type: none"> • Proven track record of success in company secretarial functions and/or similar legal or financial experience • Working in small purpose driven organisations | | X X |
| <p>Personal Attributes</p> <ul style="list-style-type: none"> • Empathetic leadership and communication style – including a high level of self awareness and understanding of how to drive and motivate people • Detail and compliance oriented • High level of confidentiality • Commitment to Robogals; vision, mission and objectives • Flexible, creative and comfortable with ambiguity or complexity | X X X X | |
| <p>Qualifications</p> <ul style="list-style-type: none"> • Tertiary qualifications in law or finance/commerce/accounting | X | |

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.

Applications should be compiled into one document and sent to dayle@robogals.org with the subject line: "Application for Company Secretary".

Applications close at **5pm AEDT on 8 March 2019**.

For more information regarding the role please contact Dayle Stevens, Robogals Board Chair at dayle@robogals.org or Ami Pasricha, Robogals CEO at ami@robogals.org.