Success Profile
Governance Secretariat Officer

The Governance Secretariat Officer is responsible for the preparation and recording of Board, Committee and Member proceedings for Aruma’s Board of Directors and Governance committees. They provide efficient and confidential secretariat and administrative support services and ensure compliance with relevant internal protocols and statutory requirements.

The Governance Secretariat Officer works in close collaboration with Governance Projects Officer as part of the Corporate Governance / Board Secretariat team.

<table>
<thead>
<tr>
<th>Reports To</th>
<th>General Counsel/Company Secretary</th>
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<tbody>
<tr>
<td>Direct Reports</td>
<td>NIL</td>
</tr>
<tr>
<td>Level</td>
<td>Level 7-8 Corp Svcs - NDS Capability Framework</td>
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<tr>
<td>Date Prepared</td>
<td>November 2019</td>
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We're guided by our Purpose and Values

Our Purpose is the reason we exist, and at Aruma that is:
**Supporting people to live a great life, the life they want, the life they choose.**

Aruma is also BRAVE. That’s what makes us a trailblazer. Being part of our team means you need to meet our BRAVE behaviours.

Bold - we speak up; Respectful - we respect each other; Authentic – we do what we say; Value Teamwork – we do things together; Excellent – we do things well.

We’re the trusted partner of over 5000 people with a disability throughout the east coast of Australia. Aruma puts our customers first. And to do this we need employees who are brave, bold, and who dare to think differently.

What success looks like…

- Agendas, Board and Committee papers, resolutions and minutes for meetings of the Board and Governance Committees are prepared and published on time
- All preparatory work for relevant meetings meets the required standards
- Actions arising from meetings are tracked and finalised
- High-level professional secretariat and administrative support is provided to the General Counsel/Company Secretary
- Strong and effective partnerships with internal stakeholders have been developed and are maintained
A day in the life of a Governance Secretariat Officer…

- Manage and administer board and committee cycles in consultation with Company Secretary (CoSec) and Governance Projects Officer
- Manage and administer AGMs and other member meetings
- Prepare meeting agendas in consultation with CoSec and Governance Projects Officer
- Circulate meeting agendas to relevant stakeholders including Executives, Chair, Directors and Members within required timeframes
- Assist CoSec in preparation of Board papers and presentations
- Ensure Board and Committee papers are delivered from Management to Board/Committee members within required timeframes
- Assist Governance Projects Officer to prepare for each Board and Committee meeting; in person, skype or other modes
- Attend board and committee meetings to take minutes (note interstate travel is an essential requirement for board meetings)
- Attend AGMs and other member meetings to take minutes if required
- Ensure draft minutes are accurate and of high quality before submitting to Chair for approval
- Draft, circulate and follow up actions arising from each meeting with relevant management stakeholders
- Draft resolutions arising from each board meeting and maintain accurate repository of resolutions
- Assist Co Sec in establishing, maintaining and monitoring various compliance registers for Board, Directors and organisation to ensure Aruma meets its regular compliance and reporting obligations
- Leverage board portal (Board Effect/Diligent Boards or other board portal adopted by Aruma) and any other technology to improve board process efficiencies and streamline processes
- Arrange travel / accommodation for board members and CoSec
- Manage Board members’ reconciliation of expenses including keeping appropriate records
- Manage Co Sec’s diary / commitments and reconciliation of expenses
- Organise and manage CoSec’s board travel and accommodation arrangements in relation to board meetings and other meetings/workshops/ attendances with external stakeholders
- Follow Aruma policies and procedures and identify opportunities for continuous improvement
Working Relationships
• Develop positive working relationships with the following:
  o Governance Projects Officer, Board and Governance Committee members, Executive Leadership Team members, Executive Assistants

What you need to be successful in this role...
• Demonstrated commitment to Aruma’s Code of Conduct
• Qualified governance professional from Governance Institute of Australia (certificate level minimum requirement)
• Experience as a Board administrator; coordinating end to end board processes including use of Board portal (such as Board Effect / Diligent Boards)
• Experience as minute taker and high-quality minute-taking
• Excellent interpersonal and verbal communication skills
• Ability to prepare written documentation to a high standard including minutes
• Strong administrative skills and experience; effective time management and the ability to coordinate multiple tasks and priorities
• High-level attention to detail and accuracy of work
• Initiative and problem solving skills
• Ability to work independently and within a small team
• Excellent computer literacy in MS Office including MS Word, MS Outlook, Excel and Powerpoint, and Office 365/Sharepoint

Skills and Experience which will make you stand out

Must have’s OR Essential
• The ability to be flexible and agile
• The ability to work calmly in a face paced, high pressure environment
• The ability to travel intra and interstate to attend board & other meetings
• Availability to attend and provide support for meetings after hours (5-7pm) as required

Nice to have’s OR Desirable
• Experience in the Human Services sector or related field

Signed: ________________________________ Date: ____________

Print Name: ________________________________