



## **ASEAN-Australia Strategic Youth Partnership**

### **Company Secretary**

We are seeking a talented and passionate individual to join the executive team as the Company Secretary of AASYP.

#### **About the role:**

AASYP's aim is to empower young people aged 18-29 years from across ASEAN and Australia. Our goal is to enable them to engage with each other and the most pressing issues of the day. We build young people's expertise and engagement with ASEAN-Australia affairs, and provide tangible opportunities for young people to engage in promoting peace and prosperity across the relationship.

The Company Secretary will work with the Executive and the Board to ensure the success and effectiveness of AASYP and its mission. They will play a key role in monitoring the governance of AASYP and that the company's actions are ethical and sustainable.

All roles at AASYP are currently on a volunteer basis.

#### **Qualities of our desired candidate**

- Be methodical, with a good eye for detail;
- Be well organised, with an orderly mind;
- Bring objectivity to the proceedings;
- Deal promptly with correspondence;
- Be able to take accurate notes of meetings;
- Make sure members receive all the necessary material and bring the necessary material to the meeting;
- Work well with the Chair;
- Ensure quorum is met for meetings; and
- Have knowledge or experience of committee procedures
- High level of integrity and dependability with a strong sense of urgency and results-orientation.
- Passion for advancing the ASEAN-Australia relationship
- Strong proficiency in Microsoft Office (Excel, PowerPoint and Word)
- Eagerness to foster diversity in the workplace and is willing to learn and develop at a personal and professional level.
- Proficient in written and spoken English.

## Key responsibilities of the Company Secretary

- **Ensuring meetings are effectively organised and minuted**
  - *Liaising with the Chair to plan meetings*
  - *Receiving agenda items from Directors and/or committee members*
  - *Circulating agendas and reports*
  - *Taking minutes*
  - *Circulating approved minutes*
  - *Checking-in with members to ensure that agreed actions are carried out*
- **Maintaining records and administration**
  - *Keeping up-to-date contact details (i.e. names, addresses and telephone numbers) of the Board of Directors and Membership Registrar*
  - *Filing minutes and reports particularly legal documents*
  - *Ensuring that team members have the correct access permissions to the cloud drive*
  - *Backing-up online data periodically*
- **Upholding the legal requirements of governing documents, including ACNC and ASIC**
  - *Acting as custodian of the organisation's governing documents including policies, procedures and the Constitution*
  - *Checking quorum is present at meetings*
  - *Ensuring elections are in line with stipulated procedures*
  - *Ensuring the organisation's activities are in line with its objects*
  - *Ensuring the organisation complies with Constitution, ACNC and ASIC requirements*
  - *Ensuring information in ACNC and ASIC is updated in a timely manner*
  - *Sitting on appraisal, recruitment and disciplinary panels, as required*
- **Communication and correspondence**
  - *Responding to all Board of Directors correspondence*
  - *Keeping a record of all resolutions and key correspondence*
  - *Keeping a record of resolutions*
  - *Reporting the activities of the organisation and future programmes to members, the press and stakeholders, as required*
  - *Ensure members are provided with sufficient communication prior, during and after General Meetings and Annual General Meetings*

## Reports to:

- The Chair and the Board of Directors
- ASIC - Australian Securities and Investments Commission
- ACNC - Australian Charities and Not-for-profits Commission



### **Commitment:**

- March 2020 until January 2021.
- Expected workload of 10-15 hours per week, with potential for workload to increase around major projects.
- Regular communication with Chair.
- Attend meetings of the Executive as deemed necessary
- Attend all meetings of the Board

*For all enquiries contact Thomas Da Jose at [secretary@aasyp.org](mailto:secretary@aasyp.org)*

### **Application instructions**

To apply for this role, please submit the following to [apply@aasyp.org](mailto:apply@aasyp.org).

- CV

In at least one page complete the following:

- A brief description of AASYP including registration details and various reporting requirements. Include items such as dates of registration, registration numbers, contact details, the entity AASYP is required to report to and items that are required the report. In the year ended 30 June 2019 AASYP had a net profit of \$74,179.62. Hint: you should refer to ACNC and ASIC registers online.
- Create a 1 year membership strategy for AASYP based on our mission and the past years' activities. This should take into consideration relevant membership target audiences and a membership value proposition.

*If this position interests you, then apply before 12.00 WIB **15 March 2020**.*