

BOARD SECRETARY

Positions available: 1 (2026).

About the Change Management Institute

The Change Management Institute is a global, independent, not-for-profit association of change professionals headquartered in Australia. The current level of business, technology, economic, political and social disruption requires a much faster and more agile response to change – by being globally connected, bringing fresh thinking and new models making the Change Management is more relevant than ever.

About the role

The Board Secretary role is an important governance leadership role that is responsible for supporting effective Board operations, ensuring regulatory compliance, and good governance practice. This role ensures the Board regular cadence is maintained and that formal records are kept of decisions and organisational performance.

Key responsibilities

- Creation and maintenance of the Board meeting schedule.
- Working with the Board Chair to confirm agendas and request relevant Board papers.
- Recording Board meeting minutes and actions and following through on actions
- In conjunction with the President, identifying and coordinating Board Strategic Planning 2-3 times per year.
- Working closely with the Treasurer to ensure legal compliance on issues such as insurance, external reporting, company structure, trade marking, and constitutional requirements.
- Leadership and oversight of the Institute's policy framework.
- Demonstrate commitment to the Change Management Institute's purpose and strategic objectives, serving as an ambassador for both the Institute and the wider change management profession.

About you

- Demonstrated governance experience as a Board Director, committee member or senior executive with responsibility for regulatory, risk or compliance matters.
- A background in managing people, including at a senior leadership or executive level.
- Well organised and structured ways of working.
- Comfortable engaging with professionals including lawyers and accountants.
- Enjoy navigating and investigating compliance issues.
- Due to the Institute's legal obligations, candidates must be based in Australia.
- Must meet good character requirements as determined under the Associations Incorporations Act 2009 (NSW – Australia).
- Desirable but not essential – experience in legal, finance, procurement or human resources (for example, in the review of contracts).



What's in it for me?

If you have a governance or executive background, your skills will be very useful to the Institute. In return, you'd join a motivated Board who is committed to growing and supporting the global change management community in its evolution as a core capability now and into the future. It is a time of growth and exploration for the Change Management Institute, so there are opportunities to expand your knowledge, reach, and influence.

Time commitment

This position is expected to take around 4-6 hours per week.

Attendance at monthly board meetings is a requirement of the role and planning and participation in strategic planning sessions (which typically occur each year).

There will be a requirement for evening and early morning meetings due to the global nature of the role. This role can require concentrated effort at times, so flexibility is required.

Last updated: August 2026