

# Board Secretary x 1

The Change Management Institute is seeking a Board Secretary. This role is a governance role that supports the Board in ensuring we comply with legal and reporting standards. This role ensures the Board regular cadence is maintained and that formal records are kept of decisions and organisational performance.

## 1. What are the role's 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 Days 2-3 times per year
- Working closely with 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

## 2. What skills or experience are required?

- Experience in governance of organisations
- A legal or accounting background (for example, in the review of contracts)
- Well organised and structured in ways of working
- Comfortable engaging with professionals such as lawyers and accountants
- Enjoys navigating and investigating compliance issues



Change  
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### **3. What's in it for me?**

If you have a governance or executive background, your skills will be very useful to the Institute and in return you will gain global visibility of the emergence of good and future change practice.

### **4. How much time will I need to commit?**

This position is expected to take around 4-6 hours per week. Attendance at monthly board meetings is a requirement of the role and participation in face-to-face strategic planning session (which typically occur each year) is also a requirement.

There may 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.

*August 2024*