



## **Position: Company Secretary**

### ***About the CRC for Developing Northern Australia***

The Cooperative Research Centre for Developing Northern Australia (CRCNA) is investing \$75m of Commonwealth funds over ten years to support industry-led research collaborations.

The CRCNA invests with industry to deliver high-impact R & D in the areas of agriculture and food production (including aquaculture and horticulture), health service delivery and Traditional Owner-led business development. Our goal is to deliver research outcomes which address industry challenges and enable the long-term, sustainable economic development of northern Australia.

The CRCNA is a not-for-profit enterprise which is based in Townsville and has a presence in the Northern Territory and northern Western Australia.

### ***The Role***

Working with the Board of Directors and in-line with the CRCNA's objectives, the Company Secretary will provide corporate and secretarial services as listed below:

1. Act as named Company Secretary as per the Corporations Act 2001 (Cth) for CRCNA
2. Attend annual general meeting, board meetings and committee meetings as stipulated in the meeting schedule below.
3. Meeting dates are in accordance with CRCNA's Activities Calendar.
4. With the assistance of CRCNA office staff
  - ensure the timely preparation and distribution of board and committee papers
  - ensure that the business at board and committee meetings is accurately recorded in the minutes
  - attend to the preparation and distribution of flying resolutions as required.
5. Manage annual director selection processes to ensure compliance with CRCNA constitution.
6. Advise the board and committees on corporate governance matters including application of the Corporations Act, CRCNA constitution, ASIC requirements, ACNC Act requirements and other legal and regulatory requirements.
7. Monitor the board and committee compliance policies, processes, and procedures to ensure implementation, and ongoing maintenance and suitability.
8. Facilitate the induction and professional development of directors.
9. Provide training on the meeting portal software system for staff, board, and committee members.

## **Meeting Schedule**

<b>Activity</b>	<b>Frequency</b>	<b>Comments</b>
AGM	Annually	On-line attendance
Board meetings (full day)	At least 4 per year	On-line attendance
Board meetings (up to 2 hrs)	2 per year	On-line attendance
Finance & Audit committee meetings (up to 2 hrs)	4 per year	On-line attendance
Selection Committee meetings (up to 2 hrs)	1 per year	On-line attendance

## **Selection Criteria**

- Degree level or equivalent professional qualifications in business, law, accountancy, or public administration
- Demonstrated excellent organisation and relationship skills with the ability to advise on a wide range of issues, with significant knowledge of not-for-profit and governance matters
- Demonstrated experience in the development, coordination and review of Board and committee agendas, agenda papers, reports, and minutes.
- Knowledge and experience in the use of the Convene board meeting management platform

## **Qualifications**

GAICD or qualification through a recognised Governance institute is highly desirable.

## **Additional Information**

As all meetings can be accessed virtually, CRCNA will consider the option to work remotely in this role. This role is a contracted position for an initial period of 12 months with the option for review and period extension. Applications close 5.00pm (AEST) on 1 November 2021 and should be addressed to the

CRCNA Company Secretary

c/- [officemanager@crcna.com.au](mailto:officemanager@crcna.com.au) and include

- a cover letter addressing the above selection criteria
- a brief curriculum vitae
- Costing for the delivery of the services

Contact details: Email: [officemanager@crcna.com.au](mailto:officemanager@crcna.com.au) Phone: 07 4401 5035