



GUNDITJ MIRRORING

Traditional Owners
Aboriginal Corporation
RNTBC

POSITION DESCRIPTION

COMPANY SECRETARY

POSITION DETAILS

Position Title:	Company Secretary
Hours:	Full time, 38 hours per week
Salary:	\$80,000 per annum plus superannuation, subject to qualifications and experience
Employment Type:	Ongoing, subject to funding availability
Location:	248 Condah Estate Road, Breakaway Creek 3304 Victoria or any other GMTOAC locations as required
Reporting to:	Chief Executive Officer

ABOUT GMTOAC

Gunditj Mirring Traditional Owners Aboriginal Corporation RNTBC (GMTOAC) was established by the Gunditjmarra in 2005 asserting Sovereignty to continue connection to, care and protect Gunditjmarra Country and to progress rights and interests in cultural identity, social justice, native title, cultural heritage and land justice for Gunditjmarra Country and its peoples. Through GMTOAC, Gunditjmarra people ensure that our cultural obligations and responsibilities which arise from Gunditjmarra country. Under Gunditjmarra lore/law, custom and beliefs are upheld and recognised for the protection and benefit of traditional lands and waters and to show respect to Gunditjmarra ancestors and Elders.

GMTOAC maintains a strong connection between the Gunditjmarra Native Title holders, Gunditjmarra Country and staff who are a conduit protecting, progressing and documenting the continuing culture, traditions, language, crafts and practices of the Gunditjmarra. The organisation is a Not-for-profit organisation with a commercial subsidiary company, Gunditj Mirring Services T/as Budj Bim Cultural Landscape Tourism (BBCLT). The organisation is responsible to its members, the Native Title holders of the Gunditjmarra Country in Southwest Victoria.

The United Nations Educational, Scientific and Cultural Organisation World Heritage listing of the Budj Bim Cultural Landscape in July 2019 has consolidated opportunities for GMTOAC to manage significant Gunditjmarra country and share it with the world through tourism enterprises. Alongside recognition of other GMTOAC programs, the World Heritage listing has elevated an already unique work experience on Gunditjmarra Country, bringing global potential and responsibilities. Gunditjmarra Country is a unique place with universal heritage values. The cultural landscape demonstrates how Gunditjmarra worked with the natural resources and environment of the Victorian Southwest region to establish a permanent infrastructure of human society over the past 30,000 years and beyond. With the increased exposure of this World Heritage site, it has allowed GMTOAC to rapidly expand with future growth and strong management needed to ensure the opportunities are utilised for the benefit of the community.

POSITION SUMMARY

Reporting to the GMTOAC CEO and Board of Directors, and Board of Directors for the Gunditj Mirring Services Pty Ltd (GMSPL) t/as Budj Bim Cultural Landscape Tourism, the Company Secretary is responsible for providing support to the Board of Directors, CEO, Members, and staff to contribute to the leadership and delivery of governance across the organisation.

Company Secretary is responsible for:

- Ensuring GMTOAC and GMSPL comply with their obligations under the Corporations Act 2001 (Cth), the Australian Charities and Not-for-profits Commission Act 2012 (Cth), Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act) and any other relevant laws and regulations.
- Facilitating and developing corporate group governance processes; and

- Ensuring that board processes run efficiently and effectively.

This position is responsible for the upkeep of the organisations Membership Registers, to ensure compliance to any legislative requirements and the GMTOAC Rule Book.

ROLE RESPONSIBILITIES

Key roles and responsibilities

Ensure that the GMTOAC & GMSPL complies with its statutory obligations under any relevant laws and regulations by:

- Ensure adherence to the GMTOAC Rule Book
- Ensure adherence to the GMSPL Constitution
- Accurately updating and maintaining documentation in accordance with any Acts, legislation, registers, records, policies, procedures, and any other associated required documentation.
- Create a Summary form and relevant Membership Applications or requests for Confirmation of Aboriginality forms for presentation at each Board meeting.
- Provide all relevant signed and completed Membership Applications or requests for Confirmation of Aboriginality forms to the Board for action at the next meeting from receipt. Once finalised, forward in a timely manner to the Communications and Event Officer for processing and return communication to the applicant.
- When required, provide the Communication and Events Officer the relevant documents to be updated and posted on corporation website, Facebook page and any other relevant platform as required.
- Ensure completion and lodgement of statutory forms/returns and reporting under the CATSI Act, ORIC and other relevant legislation/regulation for GMTOAC
- Ensure completion and lodgement of statutory forms/returns and reporting under the Corporations Act, ASIC and other relevant legislation/regulation for GMSPL
- Ensure any communications received are passed onto at least one of directors of the corporation within 14 days after receiving the communication.
- Continuous improvement surrounding governance processes and procedures.
- Facilitating the process for nomination and election of member directors in accordance with the GMTOAC Rule Book and the GMSPL Constitution.
- Manage, coordinate, and attend Directors meetings, General meetings, Annual General Meetings, Audit & Compliance meeting, Other Board Sub-Committee meetings, and other required meetings.
- Assist the Chairperson/s and Directors in the conduct of meetings and their directorial and governance obligations and responsibilities
- Coordinate the production and distribution of meeting reports, notices, agendas and minutes and update associated documents.
- Manage printing, distribution of reports for Directors and Member consideration.
- Ensure that the minutes of corporation meetings are efficiently and effectively recorded and are available in a timely manner for actioning by Directors, members, and staff.
- Ensure efficient and effective record management of minutes and documentation in accordance with governance practices.
- Provide relevant staff with Action Items and outcomes from each meeting in a timely manner and ensure follow up is reported
- Maintain/monitor resolutions/required actions and other records associated with corporation meetings and prepare reports as required.
- Maintain and use audio visual technology for corporation meetings and provide training/support to staff and directors in its use.
- Support Directors with efficient use of technology to access required corporation documentation and attend online meetings.
- Record (and advise where necessary) declarations/conflicts of interest of Directors,
- Providing counsel on corporate governance principles and director liability
- Have custody of the GMTOAC Common Seal and record and report usage
- Assist with/attend to signing of contracts and other documentation in connection with administrative matters of the Corporation
- Carry out other functions, if any, required of the Company Secretary by the GMTOAC Rule Book & GMSPL Constitution
- Ensure all new Directors complete an Induction at the beginning of their term and complete all required documentation
- Ensure adequate succession planning is completed prior to known changes of positions in the Board of Directors or CEO

Skills and Qualifications

- Demonstrated experience in a Company Secretary or Senior Governance role or similar and extensive knowledge of governance, commercial, property, land, corporate, tax and/or native title law.
- Demonstrated ability to quickly analyse, research and provide succinct and accurate plain language advice.
- Highly efficient time management skills, including an ability to identify priorities and deliver multiple projects to agreed specifications for time, cost and scope.
- Advanced interpersonal skills, including the ability to engage, influence, negotiate, and facilitate effectively with management, team members, board directors and members of the GMTOAC community.
- Demonstrated ability to identify and implement strategic responses to reoccurring problems.
- Sound use of Information Technology applications including Internet, Email, Calendar, Microsoft Office 365 programs including SharePoint, Online meetings, and relevant technology.
- Excellent written and oral communication skills to work effectively with a range of stakeholders.
- Demonstrated skills and the ability to work effectively in a team environment.
- Must be over the age of 18 years

ORGANISATIONAL REQUIREMENTS

Applicants must have

- An awareness and understanding of historic and current issues affecting Gunditjmara people and country, as well as the broader Australian Aboriginal and Torres Islander community and their relationships with the broader Australian society, in order to communicate effectively and sensitively with Gunditjmara people and other stakeholders.
- An understanding of the Gunditj Mirring Traditional Owners Aboriginal Corporation, its operations and activities.
- Be committed to Aboriginal self-determination.

Employee Risk Management Responsibilities (including OH&S)

- To be observant regarding identification of potential public safety hazards and notify supervisor of hazards which cannot be remedied immediately.
- To take reasonable care for their own safety and the safety of others affected by their acts or omissions.
- To co-operate with their employer in relation to any action taken to comply with the OH&S Act.
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety.
- Identify risk and be able to manage and escalate issues.
- Not wilfully place at risk the health and safety of any person at the workplace.
- Report all safety hazards and risk exposures, including losses to their supervisor.
- Maintain physical security of all property, equipment and buildings within your jurisdiction and control.
- All staff are required to actively reduce GMTOAC's exposure to losses related to security, public liability and professional indemnity and reporting areas of concern.

Conditions of Employment

- Must have a Victorian Drivers Licence.
- Ability to obtain satisfactory National Police and Working with Children Checks.
- GMTOAC is an equal opportunity employer – If you believe you may be unable to achieve a positive check result, we have the ability to review your results and act with discretion. This allows us to employ staff only if we consider the outcome of this record will not have any negative impact to GMTOAC operations or reputation, or the role the staff member is completing.
- This is an identified position under the 'special measures' section 12 of the *Equal Opportunity Act 2010*. Aboriginal and/or Torres Strait Islander people are encouraged to apply.
Applicants must be able to demonstrate:
 - An understanding of the issues affecting Aboriginal and Torres Strait Islander peoples.
 - An ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.

Applicants must submit a CV and a cover letter (maximum 2 pages) detailing their suitability for the role, specifically addressing the Key Selection Criteria or main responsibilities of the position.

This position will close at 5.00pm on Friday, 13 December 2024.

ACKNOWLEDGEMENT

I have read and understand the requirements of the role, responsibilities and accountabilities as outlined within this Position Description.

Signed

Employee name

Employee signature

Date

Chief Executive Officer signature

Date