

## POSITION DESCRIPTION

<b>TITLE</b>	COMPANY SECRETARY
<b>RESPONSIBLE TO</b>	BOARD & CEO
<b>DURATION</b>	Part time Contract
<b>HOURS</b>	1 DAY PER FORTNIGHT
<b>SALARY</b>	<b>Based on Experience</b>
<b>LOCATION</b>	Melbourne

## THE ORGANISATION

Fairtrade Australia and New Zealand (ANZ) is a dynamic and enterprising poverty alleviation and development organisation which for 3 decades has been working to make trade fair. The Fairtrade global trading system is engineered for inclusive growth outcomes to enable all farmers and workers to have sustainable livelihoods, thus the freedom to decide their own futures. We are best known as the independent, not-for-profit body behind the Fairtrade Mark, which is the most recognised & trusted ethical label in the world.

Fairtrade ANZ is governed by a Board of Directors and is a member of Fairtrade International, a global network of producers and workers in 75 countries who are half owners & Fairtrade products are sold in 125 countries. Transforming trade to create a fair future with social justice and respect for the dignity of every person is at the core of Fairtrade's approach. That starts with paying fair prices and pushing for decent livelihoods for all farmers and workers and working systemically to ensure that supply chains are sustainable and transparent.

The global Fairtrade network includes farmer and worker cooperatives in Africa, Asia-Pacific and Latin America/Caribbean. As co-owners of the global Fairtrade system, worth over \$15 million USD in annual retail sales of 11,000 products; small producers occupy half the global board and General Assembly where all critical strategic, financial and risk decisions are taken. In Fairtrade, small producers and workers not only own the coffee or cotton they produce – but they own the only globally scaled comprehensive trading system engineered to make trade fair for everyone.

We are a global system that supports companies to act faster and transparently, farmers and workers to benefit more, and consumers to act directly to support producers to create a fair & sustainable future.

In 2021, Fairtrade International and Fairtrade ANZ embarked on an ambitious new five-year strategy to empower consumers and businesses to choose fair.

## THE TEAM

Be part of a small team taking on a bigger role – where your curiosity and your energy is comprehended. Working with a very ambitious set of voluntary Board of Directors and fast-paced CEO, where voices are heard and ideas are tested, and new things are created in optimistic and efficient ways. Where your expertise and excellence are seen and valued.

### Fairtrade Australia & New Zealand

Head Office

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NZBN 9429034668269

## THE OPPORTUNITY

The role has a dual reporting responsibility.

Reporting to the Board, the Company Secretary will be accountable for providing advice and guidance to the Board and Chief Executive Officer on Directors' statutory duties and responsibilities in accordance with the Corporations Act 2001. For Board matters, the Company Secretary will be directed by and report directly to the Chair of the Board.

Reporting to the CEO, the Company Secretary will be responsible for assisting with a range of tasks involving company's compliance aspects, policy writing/reviewing, and management of the Company's donor bodies stipulations (i.e. grant applications, milestone reporting, grant completion reporting).

### Key Tasks and Responsibilities

- Perform the duties and responsibilities of Company Secretary as required by the Corporations Act, the Fairtrade ANZ Constitution and any other relevant legislation or regulation, including;
- overseeing the Company's compliance program and Fairtrade ANZ complies with its statutory obligations under relevant laws and regulations in Australia, New Zealand and the Pacific;
- Carry out other duties related to the corporate administration of the Company ensuring all requirements of the ACNC, ASIC, the ATO and any other regulatory bodies (including the ACCC and the NZ Commerce Commission) are fully met;
- Coordinate compliance activities required by Fairtrade ANZ's membership to ACFID, CID and UNGC;
- preparing Fairtrade International Code of Conduct compliance assessments;
- providing counsel on corporate governance principles and Director liability;
- supporting with the monitoring and preparation of annual accountability reports to meet requirements of Grant providers and Donor Income sources.
- maintaining, updating and ensuring that all directors have an up-to-date copy of the Board Charter and associated governance documentation;
- notifying the Directors in writing in advance of a meeting of the Board or convening a meeting of the Board on the request of a Director;
- ensuring that the agenda and complete set of Board papers are prepared and forwarded to Directors prior to the Board meeting;
- recording, maintaining and distributing the minutes of all Board and Board Committee meetings as required;
- Initiating and direct actioning to give practical effect to Board decisions.
- preparing for and attending all annual and extraordinary general meetings of the Company;
- recording, maintaining and distributing the minutes of all general meetings of the Company;
- maintaining the register of members, and give written notice of acceptance for membership and receiving written notices of resignation for membership;
- giving notices to members and Board decisions to discipline or expel a member;
- preparing, maintaining and updating operational and Board policies;
- reviewing and providing advice on proposed MoUs, contracts and service agreements;
- maintaining and updating the complete list of the Delegations of Authority, Board profiles, contacts etc.;
- any other services the Chair or Board or CEO may require.

## Skills requirements:

This role will suit an experienced company secretary with strong influencing and advisory skills, who can proactively manage workload and deadlines, who is self-motivated, resourceful, professional, a strong team player, engaging and takes a proactive approach to continuous improvement and process efficiency. Ideally, you will have:

- A law/business/commerce degree
- Graduate Diploma in Applied Corporate Governance or a similar tertiary qualification in Corporate Governance and Risk Management and Member of the Governance Institute of Australia are beneficial
- At least 2 years practical experience with corporate secretarial duties and ASIC compliance
- Excellent customer/client service skills, preferably with experience working in a public benevolent institution
- Experience with writing / reviewing policies and executing board governance.
- Outstanding verbal and written communication skills.
- The ability to work both autonomously and as a member of a team.
- Excellent attention to detail.
- Excellent organisational skills with the ability to prioritise work and meet deadlines.

***Fairtrade ANZ is committed to equal employment opportunity and embraces diversity and inclusion within its workforce. As such, people from diverse backgrounds are encouraged to apply. This includes, but is not limited to Aboriginal and Torres Strait Islander People, People with Disability, Women and People from Culturally and Linguistically Diverse backgrounds.***

- Please direct applications to: [info@fairtrade.com.au](mailto:info@fairtrade.com.au) that includes:
  - a covering letter with reference to stated competencies
  - an up-to-date resume