

# Company Secretary

Position Description  
*Flourishing Together*



<b>Reporting to</b>	Chief Executive Officer
<b>Location</b>	Hybrid

## About this Role

### Summary

The Company Secretary (Secretary) is appointed by the Board and reports on day-to-day basis to the Chief Executive Officer (CEO). The Secretary plays a critical role in supporting the effectiveness of Southern Queensland Landscapes (the Company) governance functions. As a Company Limited by Guarantee the Secretary is considered an officer under the *Corporations Act 2001* (the Act) and appointed in accordance with the Company Constitution. The Secretary holds duties regarding compliance, Company registers, and ASIC reporting.

The Secretary must be a natural person who is at least 18 years of age who “ordinarily” resides in Australia. A person disqualified from managing companies under Part 2D.6 of the Act may not be appointed as Company Secretary. The person must give their signed consent to act as Secretary before being appointed (s 204C(1)) and the consent must be kept by the Company (s 204C(2)).

Section 188 lists the provisions of the Act which the Secretary will be held responsible for, if contravened by the Company. These are to:

- maintain a registered office, and to notify ASIC of any change in address within 28 days (s 142);
- notify ASIC of a change to the principal place of business (s 146);
- lodge notices with ASIC regarding personal details of Directors and Secretaries (s 205B);
- notify ASIC of any issue of shares (s 254X);
- lodge financial reports with ASIC (ss 319(1) and 320(1)) and ACNC; and
- respond to extract of particulars, and to return of particulars (ss 346C and 348D).

### Key Responsibilities

- Ensure members' and Directors' meetings are properly called and held, including organising and conducting annual general meetings in accordance with the Company's constitution.
- Ensure records of members' and Directors' meetings are accurately recorded and kept in compliance with the Act and the Company Constitution.
- Manage Board processes such as the development and circulation of meeting agendas, Board and committee papers, discussion papers, proposals for the Board and its committees.
- Ensure necessary registers are established and properly maintained, including the Company's financial records, records of members, and reports prepared in accordance with the requirements of the Act.
- Understand and ensure the Company complies and meets its statutory obligations, including the requirements of ASIC and other regulators including ACNC, including continuous disclosure.
- Provide executive level support and advice to the Chair, Board of Directors, Board Committees and CEO on good practice in corporate governance.
- Maintain Southern Queensland Landscapes' register of members, annual membership renewal process and facilitate new membership applications.
- Support the Chair to organise annual performance reviews for the Board and CEO
- Develop and maintain Director manuals, annual Board calendar and work plan.
- Ensure currency and maintain Director and Officer (D&O) insurance.
- Organise and facilitate the induction and professional development of Directors.

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## Key Requirements

- Ability to perform the duties and responsibilities of a Company Secretary as required by the Corporations Act, the Company's Constitution, and any other relevant legislation or regulation.
- Experience in a similar role with governance expertise.
- Ability to build productive working relationships and communicate with influence.
- Strong personal drive and integrity.
- Proficiency in adapting to technology and using IT systems and tools.

All Southern Queensland Landscapes employees and people in contracted roles are required to:

- Ensure you are aware of and adhere to all Company policies and procedures, your contract of employment, and relevant legislation.
- Demonstrate due diligence and commitment to work health and safety (WHS) through active involvement and implementation of the Company's WHS policies and procedures.
- Undertake any lawful and reasonable duties as requested by Southern Queensland Landscapes, including working across teams and across locations.
- Undertake regular reviews of your processes, the processes within your work team, and across the business, to identify and action continuous improvement opportunities.
- Participate in professional development opportunities as required to develop skills.
- Attend work outside of normal work hours as reasonably required.
- Undertake any mandatory training within a reasonable timeframe.
- Maintain a current driver's licence.
- Be willing to undertake travel, including overnight stays, as reasonably required.

## About Us

### Strategic Plan 2026-2031

**Our vision:** Southern Qld communities united by sustainable practices, enabled by science and technology, and supported by First Nations' and local knowledge to deliver Southern Qld's natural resource management plan.

**Our strategic intent:** Over the next five years, Southern Qld Landscapes will focus on enabling long-term, relational change across landscapes and communities, recognising that practice change is cumulative, generational, and grounded in trust. Our role is to influence, enable, and connect—supporting land managers, communities, First Nations peoples, industry, funders, and government to achieve systems change and shared environmental, cultural, social, and economic outcomes.

### Our values:

- We work with **empathy**, we listen to understand
- We value **credibility**, we are evidence and place-based
- We build and support **community**, we value local understanding and show respect for Country and culture
- We take **responsibility**, we work collaboratively and share ownership
- We take a long-term stewardship view, thinking **future impact**

**Our success:** Is measured by the following metrics as detailed in our Strategic Plan:

- A **trusted regional partner** enabling long-term positive landscape and community outcomes.
- A leader in **relational, place-based NRM**, that supports land managers to achieve **healthy ecosystems and thriving enterprises**.
- A bridge between **science, culture, community, industry, and policy**.