

Position Description

Company Secretary

Office of the Executive Director



About Catholic Education Commission of Victoria (CECV)

CECV is the peak body for Catholic education in Victoria. Established in 1973 by the Archbishop of Melbourne and the Bishops of the Ballarat, Sale, and Sandhurst dioceses, it was incorporated in 2006 and acts as the voice of Catholic education in State and national matters.

CECV receives and distributes funding from state and federal governments for Catholic schools, provides strategic leadership and planning, and ensures proper governance in Catholic education statewide. It is responsible for sector leadership in education integrity and governance and has a Memorandum of Understanding to act as a Review Body for Catholic schools with the Victorian Registration and Qualifications Authority (VRQA). As a Review Body, CECV supports, reviews, and monitors the compliance of Catholic schools with all registration, reporting and other requirements under relevant laws.

CECV is currently engaged in a significant organisational redesign, the overriding objective of which is to establish a robust and sustainable CECV for the future.

Why work with us

As the peak body for Catholic education in Victoria, CECV provides employees an opportunity to help shape the future of Catholic education across the state. The renewed CECV will offer flexible working, a central city office location, competitive remuneration with generous benefits (including tax-advantageous salary sacrifice options), and opportunities for career development and progression. These benefits combine with our commitment to work life balance to make CECV an employer of choice.

About the role

The Company Secretary is responsible for establishing and leading CECV governance processes and standards, in order to fulfil the administrative and statutory obligations on behalf of the CECV Board. The role will manage and administer CECV as a corporate entity on behalf of the Board oversee governance frameworks and provide governance advice and support to the CECV Board, its Committees, the Executive Leadership Team and staff.

Position Title	Company Secretary
Reports to	Board Chair and Executive Director
Direct Reports	One

Key responsibilities of the role

Meetings and Minutes

- Perform the role of Company Secretary and provide secretariat support to the CECV Board and its Committees, ensuring board processes run efficiently and effectively.
- Organise and attend board meetings and general meetings, prepare agendas, briefings minutes, and resolutions as required.
- Maintain all statutory records and registers and accurate records of board decisions, policies, and statutory documents.
- Record, clarify and implement the directions of the Chair and Executive Director.

Compliance

- Develop and lead CECV's enterprise governance practices to ensure compliance with relevant corporate governance requirements, regulations and legislative obligations.
- Ensure CECV complies with its obligations to its members, including its canonical responsibilities and statutory obligations under relevant laws and regulations.

- Develop, implement, communicate, and maintain compliance policies, processes, and procedures.
- Provide counsel on corporate governance principles and director liability.

Governance

- Maintain the Register of Ongoing Conflicts of Interest and the Register of Related Party Transactions.
- Maintain a Register of Board policies and delegations of authority as approved by the board.
- Maintain, update, and ensure that all directors have an up-to-date copy of the Board Charter and associated governance documentation.
- Advise the board and senior management on corporate governance matters and best practices.

Key selection criteria

- Proven experience as a Company Secretary in a corporate environment, preferably in the education or non-for-profit sector.
- Working knowledge of the Corporations Act and experience with Australian Charities and Not-for-profits Commission requirements.
- Prior experience building or developing a company secretarial function.
- Proven success navigating complex hierarchies and structures, managing competing needs and priorities, setting expectations, and influencing varied stakeholder groups to meet organisational goals.
- Excellent communication skills and the ability to build relationships and collaborate with all levels of the organisation to enable effective delivery of the Board's agenda.
- Ability to exercise a high degree of integrity and confidentiality.

Skills, qualifications, and pre-requisites

Qualifications	<ul style="list-style-type: none"> • Relevant post graduate qualifications in business administration, law or a related field. • AICD Diploma • Membership of The Chartered Governance Institute (CGI) or similar preferred
Previous Experience/s	<ul style="list-style-type: none"> • Minimum of six years' experience in a corporate governance role, with at least three years as a company secretary.
Organisational values	<p>A commitment to the ethos, values, and mission of Catholic education and to CECV values of fairness, transparency, integrity, and Christian concern for all.</p>
Other requirements	<ol style="list-style-type: none"> 1. An understanding of and commitment to the safety, wellbeing, and protection of children, requiring that you: <ol style="list-style-type: none"> a. Must hold and maintain a current Victorian Working with Children Check or be eligible to receive same upon joining the organisation. b. Must also undergo and receive a clear National Criminal History Check (NCHC) upon employment and during your employment with CECV. All employees are required not to have been charged with, nor found guilty of any offence which would be incompatible with employment with CECV. 2. Willingness to take reasonable care for your health and safety in the workplace and for the health and safety of others who may be affected by what you do or don't do.