



Rosebank is a Good Samaritan Independent Secondary Catholic College in the Benedictine tradition, committed to the successful integration of e-learning and innovative pedagogy across the Curriculum.

Applications are invited for the following current part time vacancy

Company Secretary 16 hours per week

Reporting directly to the Chair of the Board, the Company Secretary will provide assistance with governance and secretarial support for the Board and any associated committees or working parties.

The position holder will be employed for 16 hours per week but additional hours may be negotiated between the parties as required. As the Board meet on a Wednesday night once a month approximately eight times per annum there will be some requirement for after-hours work.

Other role responsibilities include the following:

- Ensure that the College complies with its constitution, governance framework, Australian Charities and Not-for-profits Commission requirements, and statutory obligations
- Drive the development of documentation required for the effective management and operation of committees including committee reports and terms of reference, constitutions and associated policy documents
- Establishing meeting schedules and dates by liaising with Board Directors, committee members, and other members of the College as required
- Manage the smooth running of Board/Committee meetings through the preparation of agendas, review of Board/Committee papers and the taking of meeting minutes as well as preparing Board action lists
- Ensure the timely dissemination of meeting outcomes and ensure proper records are maintained concerning board and committee operations in accordance with legislation and institutional requirements
- Provide strategic advice regarding the College responsibilities including compliance responsibilities
- Review the Company's constitution at least annually and advise of any changes needed to be put to the Annual General Meeting
- Facilitate new Director induction processes and paperwork
- Ensure ASIC compliance

Key criteria:

- Demonstrated practical experience as a Committee Secretary or Company Secretary (3-5 years)
- Understanding of governance systems within the secondary education sector
- Demonstrated high level project management, analysis, research, planning and advisory skills, combined with creative problem-solving skills and an attention to detail
- The ability to work autonomously or in a team
- Positive and strong work ethic

Closing date: 15 June 2018 (9am)

Applications must include a Cover Letter and CV including at least 4 contactable references and be posted or emailed to:
The Principal, Rosebank College - 1a Harris Rd, Five Dock NSW 2046
principal@rosebank.nsw.edu.au

For further information about Rosebank College and this position, visit our website: www.rosebank.nsw.edu.au
or contact the Chair of the Board Tara McCarthy on Ph: 041 1266284 for a confidential discussion

NB: Shortlisted applicants will be required to provide the College with their new
NSW Working With Children Check number in order to be eligible for this position
(www.newcheck.kids.nsw.edu.au)



POSITION DESCRIPTION

The College may vary this Position Description, in response to the changing needs of the organisation.

COMPANY SECRETARY **16 Hours per week**

Core Role Purpose & Accountability

Reporting directly to the Chair of the Board, the Company Secretary will provide assistance with governance and secretarial support for the Board and any associated committees or working parties.

Role Responsibilities

The Company Secretary is responsible for:

Providing Professional and High Quality Support Services to the Board

- Ensure that the College complies with its constitution, governance framework, Australian Charities and Not-for-profits Commission requirements, and statutory obligations including ASIC.
- Drive the development of documentation required for the effective management and operation of committees including committee reports and terms of reference, constitutions and associated policy documents
- Establishing meeting schedules and dates by liaising with Board Directors, committee members, and other members of the College as required
- Manage the smooth running of Board/Committee meetings through the preparation of agendas, review of Board/Committee papers and the taking of meeting minutes as well as preparing Board action lists
- Ensure the timely dissemination of meeting outcomes and ensure proper records are maintained concerning board and committee operations in accordance with legislation and institutional requirements
- Establish and implement appropriate onboarding and induction arrangements for new Directors

Compliance and Risk Management

- Provide strategic advice regarding the College responsibilities including compliance responsibilities
- Ongoing development and delivery of the College's risk and compliance framework, ensuring procedures and policies are in place and regularly reviewed
- Review the Company's constitution at least annually and advise of any changes needed to be put to the Annual General Meeting

ROSEBANK COLLEGE MISSION STATEMENT

Rosebank College is a Catholic, independent, secondary school that continues in the tradition of the Sisters of the Good Samaritan. Our school provides an environment for young women and young men that encourages a love of learning. We promote a balance between the spiritual, intellectual, physical and social development of the individual. Following the example of the Good Samaritan and in the spirit of the Rule of St. Benedict, we encourage a love of Christ, stewardship, hospitality, compassion and service to each other and the wider community.

We acknowledge the primary role of our families and welcome opportunities to work in partnership with them. As a Catholic community in a multicultural environment we are challenged to give strong witness to our role as advocates of justice. Rosebank is a Catholic, co-educational College operated by Good Samaritan Education that offers families in Sydney's Inner West a unique learning environment.

OUR VISION

The vision for Rosebank College is that it is known as a place of academic excellence, in which students are both supported and challenged. We strive to be a flexible and inclusive learning community, which reaches out to others in prayer, practice and perspective. Rosebank proudly maintains its traditions and aims to respond critically and intelligently to our changing world and its demands. We envision Rosebank as the school of choice for both staff and students; where they are engaged fully in their learning and use it to make a difference in their world.
