

Board Secretary

Position Description

Date: Wednesday, 15 January 2025

The organisation

As Australia's only national bird conservation charity, we are on a mission to put birds and nature on the path to recovery within a decade, leading and facilitating action that halts biodiversity loss and restores ecosystems. We can only achieve this with the help and support afforded to us by our diverse stakeholders including supporters, campaigners, donors, members and like-minded conservation organisations.

BirdLife Australia takes a science and evidence-based approach to bird conservation. Where strong conservation plans are in place and well-resourced, the evidence tells us that threatened species can be brought back from the brink of extinction. With a 100-plus year history and Australia's strongest and longest-lived collection of data and surveys, BirdLife Australia brings a wealth of observation and experience to the protection of native birds.

BirdLife Australia is a diverse organisation with more than 350,000 supporters, donors, volunteers, campaigners and members, over 130 staff across Australia, and a network of more than 40 voluntary community groups.

A significant part of BirdLife Australia's work is done by volunteers acting either alone, in organised groups or serving on Committees. It is important that all staff understand and appreciate the contribution made by volunteers, and are also mindful of their varying skills, interests and motivations.

BirdLife Australia acknowledges the important role First Nations People throughout Australia have played, and continue to play, in caring for Country. We acknowledge their continuing connection to land, sea and community and pay respect to Traditional Owners and their cultures, and to their Elders both past and present. BirdLife Australia endeavours to facilitate the further engagement of Indigenous Australians in the research and conservation of our native birds.

The role

Position title

Board Secretary

Board Secretary agenda

Position Objective

The role of the Board Secretary is to provide high-level administrative support to BirdLife Australia's Board and Committee activities and the Annual General Meeting. As the Board and Committees are made up of members volunteering their time to BirdLife, this role plays a significant part in fostering a positive relationship between BirdLife Australia's Executive Team, staff and Board members.

Status

This is a part-time position of three days per week (0.6 FTE), working an average of 22.5 hours a week, offered on a 24-month fixed term contract. However, the distribution of work hours and days will vary during peak periods in line with the annual Board cycle.

Peak periods are quarterly and consist of the week prior to Board and Committee meetings and the week during which meetings occur. During peak periods, the rostered hours may fall between 8.00am and 8.00pm, in accordance with the meeting schedule (see Appendix 1). Outside the peak period, workdays will return to three days per week and flexible arrangements can be arranged by mutual agreement with the Senior Manager, Business Planning. How work hours vary within a fortnight will be discussed in advance and approved in the roster system.

The role operates on a salary basis, and the agreed remuneration accounts for the variable nature of hours, including work performed during evenings.

Please see appendix 1 for a list of meeting dates.

Location

This role is based at BirdLife Australia's National Office, in Melbourne, Victoria. Hybrid working arrangements are available.

Reporting

This position reports to the Senior Manager, Business Planning.

Staff reporting

None

Remuneration / Job Level

The salary for this role is \$90,000 to \$110,000 (pro-rated at 0.6 FTE)

Key relationships

Internal:

- Chief Executive Officer,

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- Executive Director Strategy and Governance, Executive Director Finance and Business Improvement, Executive Director Participation and Engagement, Executive Director Conservation and Science
- Senior Manager, Business Planning
- Advisor, Governance
- EA to CEO
- Manager People and Safety
- Finance and Business Improvement team
- BirdLife Australia Board
- BirdLife Australia Committee Members

External: Stakeholders including members, volunteers and other attendees to the Birdlife Australia AGM.

Travel requirements

Some travel within Australia will be required

Duties

- High-level administrative support to the Board
- High-level administrative support to four (4) Board Committees (Finance and Audit Committee, Development Committee, Community Grants and Awards Committee, and Governance Committee)
- Assist in the organisation and coordination of the Annual General Meeting
- Organise meetings on and offsite; including booking venues, room set up, audio/visual, catering
- Organise travel and accommodation, process travel reimbursements for Board/Committee Members
- Draft agendas, organise, collate and distribute Board and Committee meeting papers
- Draft meeting minutes and circulate to Board and Committee members
- Track and follow up on action items arising from Board and Committee meetings, and maintain the Actioned Items Register
- Track award and grant nominations for discussion at the relevant Committees. Organise certificates and medals for awardees.
- Liaise with Senior Manager, Business Planning, relevant Executive Directors, CEO, and Board and Committee Chairs on agenda items, papers and minutes
- Undertake other duties as required by the Senior Manager, Business Planning, Executive Director Strategy and Governance, and CEO.

Selection Criteria

Essential

- Demonstrated experience supporting Boards and Committees
- Strong written and oral communication, and interpersonal skills
- Strong organisational and time management skills with the ability to juggle conflicting deadlines

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- Excellent attention to detail
- Good problem-solving skills
- Intermediate to advanced computer proficiency in Microsoft Office Products, particularly MS Word, Excel, Outlook, Powerpoint, Teams, Adobe Reader and Sharepoint
- Good emotional intelligence with the ability to work well with a range of different stakeholders

Desirable

- Previous experience working with a not-for-profit organisation
- Qualifications obtained from the Australian Institute of Company Directors or similar will be highly regarded

Workstyle, attributes, and attitudes

- A high level of professionalism in all work
- A team player with a collaborative style and flexibility
- Responds positively to feedback and accommodates change
- Ability to work well with minimum supervision
- Takes responsibility and exercises initiative
- A professional, mature and responsive working style

Living our Values

- Promote and role model appropriate behaviours that support BirdLife Australia's culture and values.
- Actively demonstrate BirdLife's organisational values.

<i>Passion</i>	<i>Excellence</i>	<i>Leadership</i>	<i>Collaboration</i>	<i>Integrity</i>	<i>Impact</i>
We bring people together around a love of nature	Science and knowledge is at the centre of everything we do	We empower and inspire people to lead with courage and purpose	We embrace diversity and work in partnership with mutual respect	Our success is based on experience, honesty, trust and fairness	We think globally, lead nationally and act locally

OH&S statement

Applicants should be aware that the requirements of the position include, but are not limited to:

- Attendance at evening and weekend meetings
- Interstate travel
- Long periods of sedentary desk and computer duties

APPENDIX 1

Board Secretary agenda

2025 Board and Committee Meeting Dates

Meeting papers for both the BirdLife Australia Board and Committee meetings are circulated to the members one week prior to the meetings. The Board Secretary can expect a high volume of administrative tasks during those periods as they support the CEO and Executive Directors in preparing the Board and Committee meeting packs, in addition to attending the meetings themselves:

BirdLife Australia Annual General Meeting

Saturday, 24 May 2025

Board Meetings

9.30am – 3.30pm, Saturday, 22 February 2025

6.00pm – 8.00pm, Thursday, 1 May 2025

Following the AGM, Saturday, 24 May 2025

9.30am – 3.30pm, Saturday, 30 August 2025

6.00pm – 8.00pm, Thursday, 16 October 2025

9.30am - 3.30pm, Friday, 21 November 2025

Finance & Audit and Australian Bird Fund Committee Meetings

10.00am – 12.00pm, Monday, 10 February 2025

10.00am – 12.00pm, Monday, 12 May 2025

10.00am – 12.00pm, Monday, 18 August 2025

10.00am – 12.00pm, Monday, 17 November 2025

Governance Committee Meetings

2.00pm – 4.00pm, Monday, 10 February 2025

2.00pm – 4.00pm, Monday 12 May 2025

2.00pm – 4.00pm, Monday, 18 August 2025

2.00pm – 4.00pm, Monday, 17 November 2025

Community Grants & Awards Committee Meetings

2:00pm – 4:00pm, Thursday, 6 February 2025

2:00pm – 4:30pm, Thursday, 24 July 2025

2:00pm – 4:00pm, Thursday, 16 October 2025

Development Committee Meetings

2.00pm – 3.30pm, Friday, 7 February 2025

2.00pm – 3.30pm, Friday, 2 May 2025

2.00pm – 3.30pm, Friday, 1 August 2025

2.00pm – 3.30pm, Friday, 7 November 2025

Board Annual Engagement Events

18-20 November 2025 Australasian Ornithological Conference, Perth, WA