

**Position Description
Board Executive Officer**

KARINGAL MISSION

To provide quality services that improve the lives of individuals

Karingal is a community service organisation which is committed to providing services that enhance the lives of individuals. Our team takes pride in proactively supporting people with disabilities, disadvantages and those who are aged, to live full and active lives. We have services in Metropolitan Melbourne and Regional areas in Victoria.

DIVISION DESCRIPTION

Karingal's **Corporate Services Division** provides support functions to all branches, to Senior Management and to the Board in an attempt to promote consistency and best practice across the organisation, whilst enabling Karingal branches to concentrate on providing excellent service to clients without maintaining their own high cost administrative functions.

Position Specifics

Position objective:	The Board Executive Officer is responsible for administrative support to the Board and Chief Executive Officer including roles such as Minute Secretary, Association Public Officer, updating Association Rules, statutory reports, Association meetings, lodgement of statutory returns, keeper of Association seal.
Reports To:	Chief Executive Officer
Division:	Corporate Services
Branch:	Office of the Chief Executive Officer
Primary Location:	Belmont
Employment status (F/T, P/T):	Part time – 20 hours per week (Full time appointments may be considered for applicants pending skills and experiences the successful applicant can bring to the organisation)
Probation:	All positions are offered with 6 month probation period.
Classification & conditions:	Common Law Contract
Remuneration:	Wages will be negotiated commensurate with experience and qualifications. An attractive salary package will be offered which includes access to salary packaging provisions. Superannuation is paid at 9%

Position Responsibilities & Duties

Board/CEO Support and Coordination

- Preparing agendas and minutes of Board and Board sub committee meetings
- Diary and event management for the Board
- Maintaining Board Director manual
- Organise annual election of Board Directors
- Organise conference travel arrangements for Board Directors
- Organising Annual General Meetings, Special General Meetings and Association member forums
- General assistance to the Board and CEO as required

Corporate Governance & Compliance

- Facilitating governance education programs for Board Directors
- Facilitating regular evaluations of Board Directors
- Facilitating the regular review of all Board governance policies
- Preparing amendments to Karingal Rules

Association Support and Coordination

- Assisting the Public Officer of the Association, including lodgement of annual returns and applying for changes to Rules
- Keeping the Association seal and seal register
- Maintaining the Association register of members

Documentation

- Timely distribution of agendas, minutes, meeting notices, lodgement of returns
- Professional presentation of agendas and minutes

Communication

- Clear and open communication
- High level communication and interpersonal skills
- Meticulous and timely presentation of all written communications

INTERNAL COMMUNICATIONS

- Chief Executive Officer – all matters related to Executive Officer role.
- Division General Managers – information for Board and sub committee reports & sealing of contracts.
- General Manager Corporate Services – day to day on the range of corporate services reporting to this position.
- Chief Financial Officer – financial reports for issuing with monthly Board agendas, end of year financial statements for annual report, relevant financial and audit matters
- Risk Manager – matters relating to the Risk Committee
- Board – Board Chair – liaising on agenda items and minutes of Board meetings, organising signature for sealing of contracts etc. Chairs of Board Sub Committees - liaising on agenda items and minutes of meetings.
- Retirement Village Project Manager – matters relating to the Retirement Village
- Personal Assistant to CEO – distribution of agendas for Board and sub committee meetings, notices of annual general meetings and special general meetings and other relevant Board and Association matters.
- Karingal Association members

EXTERNAL COMMUNICATIONS

- Consultants
- Consumer Affairs Victoria
- Clients and their advocates

General Responsibilities and Attributes

- Outstanding professional conduct
- Exercise a high level of confidentiality, discretion and judgement
- Honesty and integrity
- High level attention to detail
- Ability to work independently
- Resourceful
- High level planning
- Implementation
- Customer focus
- Team work
- Demonstrated ability to establish priorities, set workloads, follow through and meet deadlines
- Highly developed computer skills, including a good knowledge of the Microsoft Office suite
- Attendance at Board and Committee Meetings after hours as required
- Adherence to all Karingal Policies, Procedures and Work Instructions

Other duties as directed by manager or supervisor

Measurable Results & Outcomes

- **Support and Coordination:** Evidence of the provision of high level, timely and professional support and coordination to the Board, CEO and Association
- **Documentation:** Accurate and timely completion of all documentation including meeting agendas and minutes, meeting notices and lodgement of returns. Professional presentation of agendas, minutes and written communications to the Board and Association members
- **Annual events:** Successful organisation and execution of Annual General Meetings, Special General Meetings and forums for Association members.
- **Corporate Governance:** Demonstrated compliance with Corporate Governance requirements
- **Communication:** Evidence of high level written and verbal communication skills with Board Directors & Senior Managers
- **Performance of general position responsibilities to a high standard:** Exhibits characteristics of professionalism, reliability and punctuality. Completion of all work duties within Karingal policies, procedures and work instructions.

Key Selection Criteria

Essential:	<ul style="list-style-type: none"> ▪ Well developed computer skills - demonstrated proficiency in Microsoft Office Applications and data management systems. ▪ Significant work experience (minimum 5 years) in high level admin and/or personal assistant role ▪ High level organisational and time management skills including a proven ability to prioritise, meet deadlines and work autonomously ▪ Excellent written and verbal communication skills ▪ Demonstrated proficiency in use of office equipment such as photocopiers and facsimile machines ▪ High level literacy and numeracy skills ▪ Demonstrated ability to work as part of team ▪ Successful completion of Police Check
Desirable:	<ul style="list-style-type: none"> ▪ Significant experience or formal qualification in Corporate Governance ▪ Previous work experience in coordination of Board meetings, Committees and projects ▪ Experience in the Community Not for Profit Sector

Application Details

Application instructions:	<p>Please send applications including cover letter and current resume to Karingal via email or post as below.</p> <p>Late applications will not be accepted.</p>		
Email:	jobs@karingal.org.au	Postal address:	Job Application PO Box 558 Belmont VIC 3216
Contact person:	Liz Schultz Personal Assistant to CEO (03) 5249 8925		
Closing date:	Sunday 21 st March, 2010		

“Karingal is an Equal Opportunity Employer; values diversity and encourages applications from Indigenous people, people with disabilities and people from culturally and linguistically diverse backgrounds”.

Please visit our website for more information: www.karingal.org.au