



Good Shepherd

Australia New Zealand

Position Description

Title	Governance Support Officer
Reports to	Chief Executive Officer
Direct Reports	N/A
Last Updated	March 2019
Role Purpose	To facilitate GSAZ and GSS's governance processes and hold responsibility for ensuring that the board processes and administration run efficiently and effectively.

Key Result Area	Outcomes / Accountabilities
Strategy	<p>Following the endorsed Schedule of Board administration and governance support tasks including:</p> <p>Meetings and Minutes</p> <ul style="list-style-type: none">• Notifying the directors in writing in advance of a meeting of the board as specified in the constitution;• Ensuring the agenda and board papers are prepared and forwarded to directors prior to the board meeting as set out in the board charter and any associated policies;• Recording, maintaining and distributing the minutes of all board and board committee meetings as required;• Maintaining a complete set of board papers at the organisation's main office;• Preparing for and attending all annual and extraordinary general meetings <p>Compliance</p> <ul style="list-style-type: none">• Ensuring all company legislative obligations are met;• Development, implementation, communication and maintenance of compliance policies, processes and procedures;• Ensuring all requirements of ASIC, the ATO, and any other Regulatory body are fully met;

	<p>Governance Administration</p> <ul style="list-style-type: none"> • Maintaining the Register of Ongoing Conflicts of Interest and the Register of Related Party Transactions; • Maintaining a Register of Company Policies as approved by the board; • Maintaining, updating and ensuring that all directors have an up-to-date copy of the Board Charter and associated governance documentation; • Maintaining a complete list of the Delegations of Authority; • Any other services the CEO may require.
People	<ul style="list-style-type: none"> • Provide guidance and assistance to Executive Coordinator on GSANZ Board Administration matters as required. • Board induction and support to administer Board professional development as required.
Clients	<ul style="list-style-type: none"> • Ensure provision of quality internal services to provide valued and sought after support to the CEO and Board
Operations	<ul style="list-style-type: none"> • Provision of quality services in all areas of accountability including; • Accurate and timely provision of all Board Administration duties • Well documented, compliant procedures and manuals • Timely and accurate Board reporting
External Stakeholders	N/A
Finance	N/A
Personal	<ul style="list-style-type: none"> • Behaviour consistent with GSANZ mission, policies and values • Visible leadership of mission and values demonstrated by own behaviour at all times and by a commitment to address inconsistent behaviour when required • Commitment to personal and professional development
Authorities/ Approvals	<ul style="list-style-type: none"> • Expenditure approval as outlined in GSANZ's Delegated Authority Levels document