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**POSITION VACANT - Company Secretary   
Volunteer Role**

**Position Description**

**Purpose**

The Company Secretary is an important member of the Sydney Bus Museum’s Management Committee. The Company Secretary must attend all Management Committee and Board meetings, and will compile and present reports to the board and be the central point of contact for the Board of Directors.

**Responsibilities**

* Must be able to attend the monthly Management Committee meetings, quarterly Board of Directors meetings, and the Annual General Meeting, and any Special Meetings
* Organise the Annual General Meeting and comply with procedures for Director’s nominations, ballots and election in the Committee meetings,
* Organise meetings for the Board of Directors
* Recording accurate minutes from all Management Committee and Board of Directors meetings and AGM, ensuring they are filed appropriately
* Liaise with the Manager Admin and Finance in the generation of the Annual Report
* Compile reports for the Board of Directors, ASIC and ACNC
* Submit reports with ASIC and ACNC and provide updated Director and Officer details
* Maintain and update the register of directors and all office bearers of the Sydney Bus Museum
* Generate all communications with members with respect to decisions or resolutions from the Board of Directors regarding announcements, outcomes from any code of conduct breaches or investigations and subsequent appeals, and any other associated business
* Review internal processes and present recommendations to the Board of Directors for review and approval
* Be available to join a panel for selection and appointment or investigations
* Have a sound understanding of the Sydney Bus Museum Constitution and interpret any by-laws and clauses, and any legislative coverage in relation to museum operations
* Administrative tasks as required

**Essential Skills**

* Strong written and verbal communication
* Demonstrable stakeholder management skills with the ability to effectively communicate and engage with a broad range of people, from members of the public, external suppliers, Museum office bearers, operational and workshop personnel and all Museum members
* Strong administrative and skills with attention to detail, highly organised and ability to achieve outcomes while managing competing priorities
* Ability to take accurate meeting minutes and detailed note-taking
* Understanding of the balloting process and procedures when elections are called at the AGM
* Experience with organising AGMs and Board of Directors and Management Committee meetings
* Deep understanding and knowledge of the Sydney Bus Museum Constitution
* Understanding of Not-For-Profit organisations and Charitable Status.

**How to apply**

If you are interested in this volunteer role, can fulfill the Responsibilities and hold the Essential Skills to carry out this role, we would like to hear from you!

Please send through a Suitability Statement and Cover Letter outlining:

* Why you are interested in the role: and
* How your skills and experience suit the role

Applications should be sent directly to Bob Gioia, General Manager, [bgioia@sydneybusmuseum.com](mailto:bgioia@sydneybusmuseum.com) by 19 April 2024.

All applicants will be provided a copy of the Constitution and Code of Conduct upon application, these documents are also available in Member Jungle for applicants who already hold Sydney Bus Museum Membership. Holding Membership is not a prerequisite but would be encouraged.

The Company Secretary will be appointed by the Board of Directors, on the recommendation of the Selection Panel upon completion of the process.

We look forward to hearing from you!

29 March 2024