



backing local change.

POSITION DESCRIPTION

Company Secretary

POSITION TYPE

Volunteer

Part-time - 2-3 hours per week plus

Board Meetings

REPORT TO

Chief Executive Officer (CEO)

Chief Financial Officer (CFO)

The ygap team is welcoming a Company Secretary to support the team and the social impact of the organisation on a volunteer basis.

If you are looking to use your skills to make an incredible social impact whilst working with an energetic dynamic team - this is the role for you.

Your main duty will be to ensure that the ygap board processes run efficiently and effectively, whilst also facilitating ygap's governance processes.

We are growing and we look forward to welcoming you to the team.

ABOUT YGAP

Ygap is an international development not-for-profit with an innovative approach to alleviating poverty.

We back innovative impact ventures led by local people in some of the world's toughest communities.

This is the most effective and sustainable way to tackle poverty; local impact entrepreneurs deeply understand the unique challenges of their communities and are best placed to develop impactful solutions.

Ygap provides the opportunity, training, funding and the ongoing support to grow social impact ventures and lift communities out of poverty.

We work across Africa, SE Asia, the Pacific and Australia. To date, we have improved the lives of close to 600,000 people living in poverty.

OUR RECRUITMENT GUIDING PRINCIPLES

We have three guiding principles by which we approach our hiring process:

1. We embrace working remotely and flexibly: it is about the quality of work and how best to achieve this
2. We encourage applicants from all cultures, ethnicities and backgrounds.
3. We have a strong focus on diversity, inclusion, gender equity and gender equality across all our operations.

OUR VALUES

Humility

It's not about us, it's about the people we serve.

Empathy

We genuinely care about the work we do

Integrity

We work like everyone is watching

Effectiveness

We make decisions and then get things done

Innovative

We challenge assumptions, test new ideas and take smart risks

KEY RESPONSIBILITIES AND DELIVERABLES

Meetings and Minutes

- Notifying the directors in writing of Board meeting date and time as specified in the Constitution
- Ensuring that the agenda and board papers are prepared and forwarded to directors prior to the board meeting
- Recording, maintaining and distributing the minutes of board meetings as required,
- Maintaining a complete set of board papers in the ygap office online folders
- Preparing for and attending any extra meetings as required
- Recording, maintaining and distributing the minutes of the AGM, Board meetings, committee meetings as required

Compliance

- With support of the Chair and CEO, overseeing ygap's compliance program and ensuring all company legislative obligations are met,
- With support of the Chair and CEO, development, implementation, communication and maintenance of compliance policies, processes and procedures,
- With support of the CFO and CEO if required ensuring all requirements of ASIC, ATO, ACNC and any other regulatory bodies are met,
- Providing counsel on governance principles and director liability

KEY SELECTION CRITERIA

Required

- High level administration skills and experience
- Strong written and verbal communication skills
- Attention to detail
- Ability to meet deadlines
- An understanding of how a Board operates and experience in attending Board meetings
- A strong commitment and desire to improve the lives of people living in poverty

APPLICATION PROCESS

- Please submit a cover letter addressing "Key Selection Criteria" together with a current CV to manita.ray@ygap.org. Please include in the subject line of the email "<First Name>, Company Secretary - Application" close: midnight on 31st January 2019 .
- Applications will be processed and candidates interviewed as applications are received and we encourage you to apply early.