



POSITION DESCRIPTION

Company Secretary

POSITION TYPE

Volunteer, part-time

(Approximately 2 hours per week plus bi-monthly Board and Committee Meetings; and Annual General Meeting)

REPORTS TO

Board Chair, Chief Executive Officer (CEO)

ROLE

The ygap team is seeking a Company Secretary to support the governance of the organisation on a volunteer basis as it fulfills its mission. 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 and ensuring that we are meeting our regulatory obligations.

ABOUT YGAP

ygap is an international organisation that supports early-stage social impact ventures with locally-led solutions to local problems. We believe in the power of entrepreneurship as an effective way to make sustainable and equitable change in the world.

Our work is fully informed by the communities we serve and their own entrepreneurial drive. We find, accelerate and support the growth of impact ventures led by local entrepreneurs who deeply understand the unique challenges of their communities and are best placed to develop solutions, and we create enabling environments for ventures to succeed in the ecosystems in which they operate. The organisation operates in South Africa, Kenya, Fiji and Australia and, to date, we have positively impacted the lives of over 1,000,000 people.

VISION & MISSION

ygap is driven by a vision for an equitable and sustainable world.

Ygap's mission is advancing global equity through inclusive entrepreneurship.

OUR VALUES

We challenge barriers to equality.

We back local change.

We collaborate to achieve shared value.

We choose courage over comfort.

We boldly pursue change.



KEY RESPONSIBILITIES

Meetings and Minutes

- Notifying the Directors in writing of Board meeting date and time as specified in the Constitution and agreed with the Chair and CEO;
- Support Board Chair and Committee Chairs in developing agendas and ensure the agendas 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

- Support Chair and CEO in ensuring ygap's compliance with all regulatory and company legislative obligations are met (eg: ASIC, ATO, ACNC and any other regulatory bodies);
- Work with the Board, Committee Chairs and CEO to develop, implement, communicate and maintain policies, processes and procedures related to organisational governance;
- Provide counsel on governance principles and director liability.

KEY SELECTION CRITERIA

- A strong understanding of organisational governance, including how a Board operates and experience in attending Board meetings;
- Familiarity with relevant regulatory bodies, frameworks, and processes;
- Strong written and verbal communication skills;
- Attention to detail;
- Ability to meet deadlines and work flexibly;
- High level administration skills and experience including minute taking;
- A strong commitment and desire to improve the lives of people living in poverty and disadvantage.

APPLICATION PROCESS

Please submit a cover letter addressing the Key Selection Criteria together with a current CV to meenal.khare@ygap.com.au. Please include in the subject line of the email "<Full Name>, Company Secretary Application". Applications close at midnight on November 30 2024.