

Position Description | Assistant Company Secretary

Key Stakeholder Relationships

- CFO/Co Sec
- Executive Team
- Board and Board Committee members

Company Purpose

Lutheran Laypeople's League Australia (LLL) is a demonstration of the incredible power of people, united in faith, working together towards a common purpose – to transform money into a force for good.

Established in 1921, LLL prides itself on providing savings options that are fee free for individuals and businesses.

The mission of the LLL is to provide business and financial support to the Lutheran Church of Australia (LCA), such as loans to churches, schools, aged care and retirement living facilities and associated organisations, while providing excellent service to all customers and safeguarding the interest of depositors.

The Role

Reporting to the CFO/Company Secretary, this role will support the Company Secretary to manage the company secretarial requirements for the company and related entities.

Principle Responsibilities	<ul style="list-style-type: none"> • Liaising with the Executive team and members of the Board of Directors on Board, Board Committee and broader governance matters • Board and Board Committee meeting management, including contributing to meeting packs, attending meetings as minute secretary, managing Actions • Contribute to developing Board and Board Committee papers and resolutions • Supporting the efficient functioning and running of the AGM • Assisting with development of Board Education program • Assisting with the maintenance of the Board portal (Diligent), including keeping the Resource Centre updated • Assisting with the maintenance of the annual Board Work Plan • Contribute to the design, implementation and governance of the LLL's Corporate Governance Framework, including policies, standards, processes • Assisting with compliance and regulatory lodgements • Providing advice to Co Sec on broader corporate governance best practice and key governance matters • Assisting with the maintenance of Board Registers
Compliance	<ul style="list-style-type: none"> • Ensure compliance training is maintained and kept up to date.
Information Technology (IT)	<ul style="list-style-type: none"> • At all times consider the protection of LLL's IT systems and information to avoid unnecessary risk or harm to our clients, partners, and employees. • Stay informed of and comply with LLL's cyber security policies, standards and procedures. • Report any risks or security incidents to your manager and/or the IT Service Desk.
Work Health & Safety (WHS)	<ul style="list-style-type: none"> • Comply with the Work Health Safety Act 2011, the Work Health Safety Regulation 2011 and any Codes of Practice • Take all reasonable care to protect the health and safety of yourself and others • Contribute to the identification, recording and management of incidents, accidents and hazards in accordance with established policies and procedures
Personal Qualities	<ul style="list-style-type: none"> • Alignment with the mission and values of LLL, demonstrating a passion for the work we do.

	<ul style="list-style-type: none"> • Highly developed planning and organising skills • Strong interpersonal communication with the ability and confidence to relate to people at all levels
Required Competencies	<ul style="list-style-type: none"> • 3 + years experience within a company secretarial role or equivalent eg: Public Officer, Governance Advisor in a large NFP, large private company • Strong working knowledge of ASIC compliance • Strong minute taking skills • Experience with using Board portals
Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications/degree, preferably in law, business or finance • Graduate Diploma of Applied Corporate Governance (GIA) or a commitment to undertake

I....., acknowledge that I have been given a copy of this Position Description and that I have read and understand the content of the role and its description of duties.

I further acknowledge that LLL’s policies and conditions of employment are revised on an ongoing basis. LLL commits to advise all employees of changes to policy, procedure, and conditions of employment in conjunction with relevant legislative changes.