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| **Entity:** | **Rotary International Zone 8 Regional Council Ltd ACN 673 493 635** **trading as Rotary South Pacific** |
| **Document:** | **Position Description – Assistant Company Secretary** |
| **Author:** | **Tony Monley** **acmonley@gmail.com** **+61 438 515 273** |
| **Document Status:** | **Final** | **Review Date:** | **August 2026** |
| **Approved By:** | **Alan Eyes** | **Date:** |  |
| **Document Classification:** | **Internal Use** |

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| **Position Title:** | Assistant Company Secretary (2 positions) | **Reports To:** | Company Secretary |
| **Employment / Engagement Status:** | Volunteer | **Location:** | Virtual |
| **Term of Appointment:** | * Appointed annually.
* Eligible for reappointment.
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| **Purpose of Role:** |
| To support the Company Secretary in delivering key governance and compliance initiatives, including board policy development, contract monitoring, partnership frameworks, and committee alignment. These roles offer hands-on experience in corporate governance within a dynamic not-for-profit environment. |

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| **Key Responsibilities:** |
| **Governance Support*** Assist in drafting and reviewing core board policies aligned with best practice and Rotary values
* Help maintain and update governance documents and registers
* Contribute to research and benchmarking of governance standards
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| **Contract & Agreement Management*** Support the development of a system to log and monitor agreements and contracts
* Assist in tracking key dates, obligations, and renewal timelines
* Help ensure documentation is stored and accessible in accordance with governance protocols
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| **Partnerships Process Development*** Contribute to the design of partnership tools and templates
* Assist in mapping partnership lifecycles and identifying governance touchpoints
* Help document partnership agreements and reporting requirements
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| **Committee Alignment*** Support the alignment of board committees with consistent meeting and reporting standards
* Assist in preparing templates for agendas, minutes, and committee reports
* Help coordinate committee documentation and scheduling
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| **General Support*** Attend virtual meetings as required and assist with minute-taking or document preparation
* Liaise with the Company Secretary and other governance volunteers to ensure timely delivery of tasks
* Maintain confidentiality and uphold Rotary’s values of integrity, service, and inclusion
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| **Ideal Candidate Profile:** |
| * Early-career professional or student in law, governance, public administration, or related field
* Strong attention to detail and organizational skills
* Excellent written communication and document formatting ability
* Familiarity with Microsoft Office
* Interest in not-for-profit governance and community impact
* Ability to work independently and collaboratively in a virtual team
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| **Benefits:** |
| * Mentorship from experienced governance professionals
* Exposure to board-level processes and strategic planning
* Opportunity to contribute meaningfully to Rotary’s regional governance
* Recognition of volunteer service and potential for future leadership roles
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**END**