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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**](mailto: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 |
| **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 |
| **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 |
| **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 |
| **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 |

**END**