

Australasian Dance Collective

POSITION DESCRIPTION

Company Secretary

Background Information

Established in 1984 as Expressions Dance Company by Maggi Sietsma AM, the company has created more than 180 works by 80 national and international choreographers. Harnessing the talent of an extraordinary ensemble of six dancers, the company has achieved significant recognition through national awards, including three Helpmann Awards and three Australian Dance Awards.

Brisbane-based ADC is a significant cultural resource and a leading provider of dance performance and sector development. We recognise the need to be nationally and internationally connected, represented through our diverse range of local and global partnerships.

Our core desire is to harness the power of the collective. Our signature is one of plurality, not a singular fingerprint. In all areas of creation and performance, we work as a collective where like-minded individuals have robust and invigorating conversations that give rise to new dance, to new art.

ADC invests in artists and art and cultivates interdisciplinary collaborations and imaginative partnerships. Through dance, we embrace an intergenerational focus and innovative co-creations – eliciting and presenting these myriad voices and forms to create something never seen before.

Reporting Relationships:

This position reports to the Chair of the ADC Board, with a close working relationship with the Artistic Director/CEO.

About the role:

The role of Company Secretary facilitates the company's corporate governance processes and holds primary responsibility for ensuring that the board processes run efficiently and effectively.

Duties & Responsibilities:

The tasks and responsibilities of the Company Secretary include:

Meetings & Minutes

- Notifying the directors in writing in advance of a meeting of the board as specified in the constitution;
- Ensuring the agenda and board papers are prepared and issued to directors prior to the board meeting as set out in the board charter and any associated policies;
- Recording, maintaining, and distributing the minutes of all board and board committee meetings as required;
- Maintaining a complete set of board papers at the company's office;
- Preparing for and attending all annual and extraordinary general meetings of the company; and
- Recording, maintaining, and distributing the minutes of all general meetings of the company.

Compliance

- Overseeing the company's compliance program and ensuring all company legislative obligations are met;
- Development, implementation, communication, and maintenance of compliance policies, processes, and procedures;
- Advising ASIC and the ABR (Australian Business Register) of company changes as required;
- Providing counsel on corporate governance principles and director liability.

Governance Administration

- Maintaining the Register of Ongoing Conflicts of Interest and the Register of Related Party Transactions;
- Maintaining a Register of Company Policies as approved by the board;
- Maintaining, updating, and ensuring that all directors have an up- to-date copy of the Board Charter and associated governance documentation;
- Maintaining a complete list of the Delegations of Authority;
- Reporting at each board meeting the documents executed under a power of attorney, documents executed in accordance with s 127 of the Corporations Act, and reporting on the use of the Seal Register; and
- Any other services the Chair or board may require.

Specific Responsibilities under the Corporations Act

- Notify ASIC of any change in address within 28 days (s 142)
- To notify ASIC of a change to the principal place of business (s 146)
- To lodge notices with ASIC regarding personal details of directors and secretaries (s 205B)
- To notify ASIC of share issues (s 254X)
- To lodge reports with ASIC (s 319(1))

Key Employment Terms:

Remuneration: Engaged as a casual employee on \$67.50 per hour plus superannuation OR engaged as an independent contractor on \$75 per hour

Hours: Up to an average of 4 hours per week with flexibility to respond to periods of higher/lower demand of workflow

Location: ADC office, Level 3, Judith Wright Arts Centre, 420 Brunswick Street, Fortitude Valley

How to Apply:

Submit your application (of no more than 2 pages) via email, addressing your suitability to the role and what you can contribute to ADC, along with your current resume, and at least two contacts as professional/character references.

Contact:

All application submissions to be sent via email: apply@australasiandancecollective.com

Position enquiries can be made to the Artistic Director, Amy Hollingsworth via phone (07 3257 4222) or email (apply@australasiandancecollective.com).

Timeline:

Applications close Monday 25 March 2024 5pm AEST

Interviews will be held across the weeks of 25 March and 1 April 2024