

HEART RESEARCH AUSTRALIA

POSITION DESCRIPTION

Position Title:	Contractor - Board Secretary
Company:	Heart Research Australia Building 35, Level 4, RNSH, St Leonards 2065
Location:	Remote with approx. 2 x St Leonards evening meetings per annum
Reports to:	Chief Executive Officer
Date:	March, 2024

1. Key Result Areas

Corporate Governance

2. Job Purpose

The Board Secretary's role is to support the CEO, Board, Research Grants Advisory Committee (RGAC) and Scientific Advisory Council (SAC) as required, to support the direction of the organisation.

3. Organisational Environment

Heart Research Australia is a fundraising organisation focused on providing financial support for innovative heart research projects. Heart Research Australia supports researchers and PhD students in association with the Royal North Shore Hospital and the University of Sydney.

Our Core Values:

Trust and Respect – for donors, community, researchers, RNSH, employees and cultures.

Integrity – We are honest, reliable and deliver our promises. We are flexible, tolerant and hold accountability.

Cooperation and Collaboration – With teamwork, we can make an impact.

Passion – We believe in first stage heart research and have confidence in researchers. We are driven, committed, engaged, creative and dynamic.

Inspiration and Innovation – Is encouraged and celebrated.

4. Major Stakeholders

Heart Research Australia interacts with a wide range of stakeholders whose support is critical to the Foundation's success.

- Heart Research Australia Board, Members and Volunteers
- Medical and administrative support staff of the Departments of Cardiology and Cardiothoracic Surgery at RNSH and North Shore Private Hospital
- Heart Research Australia research grant and scholarship recipients
- North Shore Private Hospital Executive and staff

- Heart Research Australia supporters/donors at all levels (individual and corporate)
- Heart Research Australia suppliers and traders
- Cardiac Rehabilitation Team

5. Tasks and Accountability

The Board Secretary provides key support and coordination for all Heart Research Australia Board and Committee activities. The Board meets quarterly. RGAC and SAC meet on a “needs” basis, approximately 3 times per annum. The Board Secretary also holds the statutory position of Company Secretary.

- Board
 - Prepare Board agenda papers.
 - Attend Board meetings; draft Board minutes and record Actions.
 - Liaise with CEO and Chair to finalise Board Minutes; circulate final draft to Board.
 - Provide guidance to Directors on their duties, responsibilities and powers.
 - Ensure compliance with relevant laws, rules and regulations, and with the Heart Research Australia Constitution.
- RAC and SAC meetings
 - Attend meetings (online); draft Minutes and record Actions.
 - Liaise with CEO and Chair to finalise Minutes; circulate final draft to Committee.
- Annual General Meeting
 - Prepare agenda papers; distribute to Directors and Members
 - Manage the election process, including determination of eligibility for nomination; distribute and collate Board nominations.
 - Advise Chair on conduct of AGM to ensure compliance with statutory requirements and the Heart Research Australia Constitution
 - Attend AGM; draft Minutes.
- Assist CEO to prepare and email Circulating Resolutions of the Board; monitor and report ballot result to CEO.
- Assist CEO and RAC Chair with management of the annual research grant process.
- Liaise with Accountant re preparation of Annual Directors’ Report
- Advise the Board on appointment of new Members; ensure that new Members have completed all necessary documents and that the Register of Members is maintained.
- Maintain files in SharePoint, including Board details.
- Ensure company records are maintained with ACNC and ASIC
- Other duties, as required

Time Commitment: This is a contract position with variable hours, averaging 10 hours per month, spread over 11 months (not January). The workload is greatest around Board meetings, which are held 4 times per annum (typically February, May, August, November), and during the annual review of research grant and scholarship applications (October/November). The candidate will be expected to work primarily from home.

This position is supported by:

CEO
Finance and Operations Manager