



## **Company Secretary - Mulloon Institute**

### **About This Strategic Governance Leadership Role**

Join Mulloon Institute as Company Secretary, where you'll lead corporate governance excellence for Australia's premier landscape restoration organisation. This is a strategic governance leadership position that combines regulatory expertise with innovative thinking to support our mission of transforming landscapes across Australia.

As a key member of our leadership team, you'll architect and oversee governance frameworks that ensure compliance excellence while enabling organisational agility and strategic advancement in the rapidly evolving environmental sustainability sector.

### **Strategic Governance Leadership**

#### **Governance Framework Excellence**

- Develop, implement, and oversee comprehensive corporate governance frameworks that exceed industry standards
- Ensure full compliance with ACNC governance standards and all relevant legislation
- Design governance processes that enhance strategic agility while maintaining rigorous compliance
- Provide expert counsel on corporate governance principles and director responsibilities

#### **Board Excellence & Strategic Support**

- Facilitate seamless board operations through expert coordination of meetings, agendas, and strategic documentation
- Enable informed decision-making through preparation and distribution of high-quality board materials
- Support Board effectiveness through professional administrative excellence and strategic insight
- Maintain comprehensive governance documentation and policy frameworks

#### **Organisational Risk & Compliance Leadership**

- Lead organisational compliance programs across all regulatory requirements
- Architect and maintain comprehensive risk management frameworks
- Ensure adherence to ACNC, ASIC, ATO, and other regulatory obligations
- Drive continuous improvement in governance and compliance capabilities

#### **Key Governance Accountabilities**

#### **Meeting Management & Board Support**

##### **Strategic Meeting Coordination**

- Coordinate all board and committee meetings with exceptional professional standards



- Prepare comprehensive agendas that facilitate strategic discussion and decision-making
- Ensure timely distribution of board materials that enable informed governance
- Record, maintain, and distribute accurate minutes of all board proceedings
- Organise and manage Annual General Meetings and extraordinary general meetings

## **Compliance & Regulatory Excellence**

### **Compliance Program Leadership**

- Oversee comprehensive compliance programs across all regulatory frameworks
- Develop, implement, and maintain compliance policies, processes, and procedures
- Ensure full adherence to ACNC, ASIC, ATO, and other regulatory requirements
- Provide ongoing counsel on legislative changes and compliance implications
- Monitor and report on compliance performance and risk mitigation

## **Governance Administration & Documentation**

### **Documentation & Register Management**

- Maintain comprehensive registers including conflicts of interest and related party transactions
- Oversee Register of Company Policies and ensure board approval processes
- Maintain current Board Charter and associated governance documentation
- Manage complete delegations of authority frameworks
- Provide additional governance services as required by the Chair and Board

## **What You Bring**

### **Essential Qualifications & Experience**

#### **Professional Credentials**

- Formal tertiary qualifications in corporate governance, business, or law
- Minimum 5 years Company Secretary experience in similar-sized organizations
- Minimum 5 years senior executive leadership experience
- Professional development in corporate governance principles and practices

#### **Governance Expertise**

- Demonstrated success in designing and improving governance systems
- Extensive experience in supporting Boards of Directors effectively
- Strong background in regulatory compliance and risk management
- Experience in developing governance frameworks for charitable organisations



## Leadership & Strategic Capabilities

### Strategic Thinking & Innovation

- Strategic thinking capability with ability to ensure governance supports organisational agility
- Proven ability to build positive relationships with Board members and executive leaders
- Experience in delivering complex governance projects within demanding timeframes
- Track record of enhancing organisational effectiveness through governance excellence

### Communication & Stakeholder Management

- Exceptional written and verbal communication skills across all organisational levels
- Ability to communicate complex governance concepts to diverse audiences
- Strong stakeholder management capabilities with regulators and external partners
- Collaborative approach that builds trust and drives governance excellence

### Why This Role Matters

As Company Secretary, you'll be instrumental in enabling Mulloon Institute's transformative environmental work through governance excellence. This role offers:

**Strategic Impact:** Shape organizational governance that enables groundbreaking environmental initiatives

**Professional Leadership:** Lead governance excellence in Australia's leading landscape restoration and rehydration organisation

**Innovation Opportunity:** Develop cutting-edge governance frameworks that support environmental innovation

**Meaningful Purpose:** Contribute to Australia's environmental sustainability through expert governance leadership

**Growth Platform:** Advance your governance career while supporting mission-critical environmental work

### Success Measures

Your success will be measured through:

- Development and implementation of governance frameworks that exceed compliance requirements
- Delivery of exceptional board support that enhances decision-making effectiveness
- Maintenance of comprehensive compliance programs with zero regulatory issues
- Enhancement of risk management capabilities and organisational resilience
- Continuous improvement in governance processes and documentation standards
- Strong stakeholder relationships with board members, regulators, and external partners



- Contribution to organisational strategic planning and governance innovation

## **Working Environment**

This role offers the opportunity to work with a passionate, mission-driven team committed to environmental excellence. You'll collaborate with senior leaders, board members, and external stakeholders while contributing to meaningful environmental outcomes across Australia.

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*Mulloon Institute is committed to governance excellence, diversity, and environmental sustainability. This role offers the opportunity to lead corporate governance innovation while contributing to Australia's regenerative agriculture future.*