



## Queenslanders with Disability Network Ltd (QDN)

### Position Description

<b>Position Title</b>	Company Secretary
<b>Work Type</b>	Voluntary (Unpaid)
<b>Total Remuneration</b>	You will be reimbursed for expenses maintaining a home office and consumables necessary to function effectively in your role. You will also be reimbursed for the annual cost of membership to GIA as we recognise the importance of maintaining currency through professional development and affiliation
<b>Location</b>	Brisbane office 338 Turbot Street with meetings also online.

### About QDN

Queenslanders with Disability Network (QDN) is a not-for-profit, state-wide organisation of, by and for people with diverse disability.

Our work is focused on disability rights and advocacy and our motto is “Nothing about us without us”. QDN’s work is centred around a strong state-wide network of people across Queensland and 32 peer support groups which inform, connect, lead, and influence change.

### About the Role

We are looking for a strongly principled collaborative leader with a personal drive to ensure that people with disability are fully included as citizens in the social and economic life of the community. You will be motivated by a desire to advance the human rights, equity, and inclusion for people with disability.

As an independent Company Secretary, you will be independent of management and free of any business or other relationship that could materially interfere with your ability to provide unfettered and independent judgement. Your role will be to ensure transparency and accountability to the members and to provide authoritative, trustworthy, and reliable governance advice to the Board and Executive. Central to your role

Ground Floor, 338 Turbot Street, Spring Hill Qld 4000  
phone: 07 3252 8566 local call from landline: 1300 363 783  
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QUEENSLANDERS WITH DISABILITY NETWORK  
NOTHING ABOUT US WITHOUT US

will be the ability to bring the Board to the highest level of performance through applied governance principles and adherence to all legal and regulatory requirements governing directors in the carriage of their duties.

### What will you bring to the Role?

- Demonstrated understanding of the issues and experience of people with disability, either through lived experience, personal experience, or professional experience
- Experience as a practicing Company Secretary in the NFP charities sector (ACNC governance) with a thorough exposure to the full spectrum of company secretarial duties
- High level of written and verbal communication skills with strong attention to detail and accuracy
- Strong interpersonal skills and high level of emotional intelligence, including ability to observe and listen with purpose
- Strong technology and organisational skills
- Capacity to act with integrity, good judgment, professional demeanour and strict adherence to confidentiality

### Key Job Requirements

- Qualifications in Business, Governance, Administrative Law or equivalent area of regulation, rights, advocacy, or services
- Graduate Diploma in Advance Corporate Governance with Governance Institute of Australia or equivalent Chartered Governance
- Member, Governance Institute Australia (GIA) or equivalent Chartered Governance Institute

Some screening and/or licences are required to fulfil the role as per the list below:

<b>Positive Exemption Notice (Yellow Card)</b>	Essential
<b>Police Check</b>	Essential
<b>Evidence of up to date* vaccination against COVID-19</b>	Essential
<b>Drivers Licence</b>	Desired

*\*As per latest definitions by the Australian Technical Advisory Group on Immunization (ATAGI), or who have a medical exemption based on ATAGI guidelines*

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## Remuneration and Benefits

This role is a rewarding and fulfilling role but is unpaid and voluntary. This is a role you can bring both your head and your heart to. You will be working alongside people who are deeply invested in making a difference and find opportunities to cultivate your personal and professional skills, particularly with a focus on inclusion.

You will be reimbursed for expenses maintaining a home office and consumables necessary to function effectively in your role. You will also be reimbursed for the annual cost of membership to GIA as we recognise the importance of maintaining currency through professional development and affiliation.

## How to Apply?

1. Please provide to [applications@qdn.org.au](mailto:applications@qdn.org.au)
2. Please keep your expression of interest to 4 pages in length and include a CV or resume of not more than 2 pages.
3. Closing date Friday 6 January 2023.

You will note we have not included a list of key responsibilities in this Position Description.

In your **Expression of Interest**, we invite you to demonstrate your knowledge of the role by preparing a description of the Company Secretary responsibilities in your application. Please include a clear demonstration of your experience as a practicing Company Secretary in supporting the capacity of the board to deliver strategic leadership through informed decision making that can withstand scrutiny.

In your Expression of Interest, please let us connect with your passion for governance frameworks and principles and your drive to make a difference to people with disability living in Queensland.

Tell us why you want to join us in our work. Be creative, concise, engaging, and honest.

QDN is a proud employer of people with disability. People with disability are strongly encouraged to apply. We are an Equal Employer Opportunity employer, and we embrace the diversity of our people, such as diversity in disability, race, cultural background, ethnicity, age, gender identity, sexual orientation or intersex status.