

Role Description – Administrative Assistant : Board Support

Reports to:	Board Chair
Major Purpose:	To ensure effective governance by maintaining corporate records, facilitating communication, organising meetings, and ensuring adherence to all governance-related deadlines and compliance requirements.
Hours:	40 hours per month (flexible), times variable
Location:	Work from Home or Samford Branch Boardroom

Key Capabilities:

- Demonstrated digital literacy across all Microsoft Office products including experience with SharePoint.
- High level interpersonal skills including the ability to connect and collaborate with a diverse range of stakeholders in a professional manner, often under pressure.
- Maintain confidentiality in both personal and commercial matters.
- Highly effective written communication skills including the ability to produce correspondence, agendas, minutes, submissions and emails, with a high level of accuracy. Highly skilled in proofreading, including spelling, grammar and consistency and accuracy of data.
- Demonstrated ability to work independently, use initiative to solve problems, self-manage priorities to meet deadlines, and work productively to support the Board and all stakeholders
- Ability to hold people accountable with respect and resolute diplomacy.

Key Attributes:

- Interest and enthusiasm in the role.
- Ability to use initiative with a high degree of sound judgement.
- Reliability to complete tasks independently.
- Professional standard of appearance and presentation.
- Punctual and reliable.
- High degree of accountability and discretion.

Key Tasks:

Secretary to Board Meetings

- Schedule Board and Committee meetings for both electronic and in person meetings.
- Proactively prepare agendas, papers and other documents to support the functions of the Board, including independent research as required.
- Attend and participate in Board meetings and committee meetings in the role of minute taker and general record keeper.
- Manage electronic/virtual meetings.
- Produce minutes of meetings and circulate to Directors in a timely manner (refer KPI's).
- Upload all documents to SharePoint. Maintain the PRCF SharePoint site in an orderly and functional state. Complete all administrative records, lists and tables on an ongoing basis.
- Organise catering for Board meetings.

Annual General Meeting and Annual Report Duties

- Actively manage the AGM calendar and ensure all milestones are completed on time.
- Liaise with the LVM Share Registry to prepare, produce and distribute notices required to hold the annual AGM.

- Liaise with Bendigo Bank, Treasurer, Chair, Auditor and printer to produce the Annual Report. Liaise with the LVM Share Registry to distribute the Annual Report digitally. Organise the distribution of physical copies of the Annual Report as requested.

Directors

- Maintain company records including directors' details.
- Complete all paperwork relating to the appointment of new Directors and the retirement of Directors, including Bendigo Bank requirements.
- Assist with the induction of new directors.
- Assist with the registration of Directors for events and conferences, including accommodation and travel.

Audit

- Assist the Auditor and the Treasurer in the process of the half-year and full year audit. Upload documents to the portal and proactively monitor all requests from the Auditor.
- Proof read draft Audit documents to ensure integrity of contents and layout.

Shareholders

- Answer and assist with Shareholder queries. Liaise with LVM Share Registry regarding the maintenance of the PRCF Share Registry, including the buying, selling and transfer of shares.
- Liaise with Bendigo Bank regarding updates to the Shareholder pages of the Community Bank Samford website.
- Liaise with the Web manager regarding updates to the Shareholder pages of the PRCF website.
- Actively pursue the current details of 'lost' shareholders.

Dividend

- Liaise with the Treasurer, Chair and Share Registry to ensure the timely declaration of, and smooth payment of dividends.
- Liaise with Share Registry for the preparation and distribution of dividend notices, both electronically and by mail.
- Australian Securities and Investments Commission (ASIC)
- Support the Secretary to ensure all relevant documents are lodged on time when required.

General

- Proactively maintain and innovate systems as required.
- Ensure both the Community Bank Samford, and the PRCF websites are updated as required.
- In consultation with IT support, maintain the PRCF email addresses and attend to other IT issues.
- Liaise with Branch staff on a regular basis.
- Ensure the boardroom is maintained in a tidy and functional manner, including attending to any technology issues.
- Organise gifts for staff and Directors as required, including staff birthday cards and vouchers.
- Collect incoming mail, record and distribute accordingly.
- Participate in, and assist in organisation of, Board and Team activities.
- Proactively manage the annual Governance Calendar to ensure compliance in all areas.

Application Process:

Email applications to secretary@prcf.com.au by close of business Friday 18 October 2024 including:

- **Covering letter addressing the selection criteria**
- **Brief resume or CV**
- **Details of two Referees**