

Company Secretary Blue Knot Foundation

Blue Knot Foundation (Blue Knot) is seeking Expressions of Interest from suitably qualified and experienced independent consultants with demonstrated expertise as a Company Secretary or in a board advisory role to support our Board of Directors for an initial period of 12 months on a monthly retainer basis.

Supporting the Blue Knot Board and its subcommittees is an extraordinary opportunity for an individual who is passionate about corporate governance and best practice in the non-profit sector.

Blue Knot is Australia's National Centre of Excellence for Complex Trauma. It is a leading national for purpose organization committed to empowering people with experiences of complex trauma (repeated violence, abuse or neglect) to recover – more than 5 million adult Australians are affected. Blue Knot is also a founding member of the National Centre for Action on Child Sexual Abuse, alongside The Healing Foundation and Australian Childhood Foundation.

Blue Knot helps survivors heal through its trauma phone counselling services, educational workshops and extensive resources. It also delivers training, practice, supervision and trauma-informed organizational change services nationally to foster new pathways to recovery. Find out more at www.blueknot.org.au

Blue Knot Board

Blue Knot is committed to supporting a strong and effective board which displays the governance excellence needed to deliver maximum impact. The board currently comprises 9 directors who bring diverse skills and capabilities with a shared passion for the organisation. The board has a number of subcommittees including the Finance, Audit and Risk Committee and the People, Culture and Remuneration Committee as well as the Nominations Committee which meets on an ad hoc basis.

Our Ideal Candidate

We're looking for someone experienced in governance, corporate secretariat, or board advisory roles, understands the legal requirements for Australian for purpose organisations, will ensure our Board governance and compliance obligations are met, can commit to attending all board and committee meetings, and is passionate about making a difference in the lives of those affected by complex trauma.

As Company Secretary, you will play a key role in supporting the Board and subcommittees ensuring best-practice governance. You'll be responsible for ensuring ongoing regulatory compliance and reporting, including ACNC and ASIC, as well as support other Board governance and policy needs that include the below. Internal administration support will be available to assist with meeting minutes and agendas.

- Advising the board and its committees on governance matters.
- Monitoring that board and committee policy and procedures are followed.
- Coordinating the timely completion and dispatch of board and committee papers.
- Ensuring that the business at board and committee meetings is accurately captured in the minutes.
- Helping to organise and facilitate the induction and professional development of directors.
- Verifying that reports are prepared in accordance with legal requirements. Ensuring full records of members' and directors' meetings are kept in compliance legal and regulatory requirements and the organisation's constitution.
- Understanding and checking that the company complies with its statutory obligations, ensuring requirements of ASIC, ACNC, and other regulators are met.
- Providing or procuring advice for directors regarding legal and statutory requirements, the organisation's constitution and others.
- Development, communication and implementation of Board related compliance policies, processes and procedures.
- Advising the board on good practice in corporate governance.
- Safeguarding the integrity of the organisation by promoting the compliance framework.
- Providing guidance on standard of ethical and corporate behaviour to the board.
- Ensuring the board has the information it needs to make informed decisions.
- Organising regular board performance reviews.
- Being involved in matters relating to risk management, corporate responsibility, board policy formulation.

Time Commitment

We are looking for an independent contractor who can commit to providing Blue Knot with an average of 15 hours per month, in addition to the below meeting commitments to fulfil the requirements of this role on an initial 12 month term, with review to ascertain mutual satisfaction. Please note that we are a fully remote organisation, so the role holder will need to have access to a safe and WH&S compliant workspace and IT equipment to complete these responsibilities.

Meeting commitments

The Board meets six times per year, remotely on Mondays 4-6pm AEST/AEDT, and directors with usually one and at maximum two face-to-face meetings a year in Sydney for strategic planning purposes, with reasonable travel expenses covered by the organisation.

The Finance, Audit and Risk Committee and the People, Culture and Remuneration Committee each meet online 4 times a year.

Application Information

To submit your Expression of Interest please forward your CV and a cover letter outlining your credentials full contact details and ABN, plus your required monthly retainer rate to Dr. Cathy Kezelman via executive@blueknot.org.au before COB Friday 23 May 2025.

Interviews will be offered to shortlisted candidates as applications are received.

If you have questions about the role, please email Cathy Kezelman, President and Managing Director on ckezelman@blueknot.org.au

Blue Knot may request further information and documents from candidates who are contacted for interviews.