

International Coach Federation of Australasia Inc

ABN 66 055 268 711 ARBN 132 579 483

Incorporated on 10 April, 2000 Incorporation No. INC9874289

Position Description – ICF Australasia Board Member and Secretary

(This position is elected and is a voting member of the Board).

The ICF Australasia Secretary role is elected by members at the Annual General Meeting for a three year term as a member of the Board. This position is also a member of the Finance & Governance Committee (F&G).

The Secretary role is important to ensure the efficient governance, administration and operation of the Board and its risk management strategy. A person will qualify for this role if he or she is a *credentialed and financial member, in good standing, of ICF and has affiliated themselves with ICF Australasia Chapter. They will have a reasonable understanding of risk management and governance issues relating to an Incorporated Association or similar organisation, as well as good practice in the conduct of Board meetings.

The Secretary is responsible for:

Board Role

- i. Ensuring that he or she performs the duties and responsibilities of a Director with due care and diligence in compliance with all applicable laws, the Constitution and the Governance Charter or any specific delegations approved by the Board. This will include maintaining a written record of decisions made with the authority of any delegation.
- ii. Ensuring the Board agenda is prepared in a timely manner for review by the ICF Australasia President and that it provides an opportunity to discuss action items arising from the previous meeting
- iii. Ensuring that the Board papers are prepared in a timely manner that aid discussion and decision-making. When it is known that a Director has a conflict of interest the Secretary will make this known and ensure relevant papers are not accessible to that Director.
- iv. Coordinating and attending meetings of the Board, ensuring correct procedures are followed and drafting the minutes of Board meetings.
- v. Maintaining a complete set of Board papers.
- vi. Providing a written record of action items from Board meetings in a timely manner that allows Directors to maintain progress of assigned actions prior to each Board meeting.
- vii. Actively seeking nominations for the Secretary position prior to the expiry of his or her term in the role.

Governance

- viii. Overseeing risk management for ICF Australasia.
- ix. Ensuring that statutory requirements are met in accordance with relevant legislation.
- x. Working with the ICF Australasia President and the Finance & Governance Committee to ensure that best practice governance is delivered.
- xi. Maintaining carriage of the Constitution and Governance Charter, recommending and overseeing any changes where necessary or desirable.
- xii. Ensuring that personal details lodged with ASIC are accurate and that changes are advised to ICF Australasia Administration immediately.
- xiii. On completion of the term, remain available to the Board for historical advice for a period of one year.

** Except where their role is not public facing and requires a specialist expertise (eg Finance, Marketing and Events Management), all ICF Australasia Leadership Team members (whether a Board member or a member of a Branch leadership team or the Professional Standards Committee) will be ICF members and either currently credentialed, or actively on the path to becoming credentialed within the timeframes applicable to their leadership position ("the applicable timeframe") set out below, depending on their leadership position:*

*a) **In the case of Board Members & Branch Presidents**, they will have submitted their application for their credential within **12 months** of being appointed/elected to the Board or Branch President position.*

*b) **In the case of other Branch Leadership Team or Professional Standards Committee Members**, they will have submitted their application for their credential within **18 months** of being appointed/elected to their position.*