

AUCS Inc. Board – Governance Policy 1.8

Role of AUCS Board Secretary and Public Officer

Responsibilities

The responsibilities of the Adelaide University Childcare Services (AUCS) Inc. Board Secretary and Public Officer include:

Compliance

1. Ensuring legislative compliance with the duties of Public Officers as prescribed by Associations Incorporation Act and Australian Charities and Not-for-profits Commission (ACNC) registration. ACNC Registration to be submitted by Waite Campus Childrens Centre Director.
2. Ensuring the Annual Report and Financial Statements are lodged with the Office of Consumer and Business Services (www.cbs.sa.gov.au) by the due date and on the appropriate form.

Meetings

3. Overseeing preparation of the Agenda in conjunction with the Board Chair, and the distribution to members.
4. Overseeing preparation of the draft Minutes of Meetings.
5. Overseeing preparation of the Board pack of papers for electronic distribution prior to each meeting.

General

6. Facilitating the induction of newly appointed members.
7. Facilitating professional development programs for Board and Board members. Assist with effective information flows within the Board, including between Directors and the Board.
8. Assisting with implementation of governance principles and plans, and governance programs such as performance assessment and risk management.
9. Implementing actions assigned by the Board.

Record Keeping

10. Retaining a signed copy of approved Minutes of meetings in the Minute Book.
11. Ensuring a copy of all Meeting papers are retained on AUCS files at designated secure storage at Waite Campus Childrens Centre.
12. Ensuring formal correspondence to and from the Board is retained on AUCS files.

Duties

As per Governance Policy 1.6 – Duties of Board Members.