



EDMUND RICE EDUCATION AUSTRALIA

**VICTORIAN
SCHOOLS LTD**

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Position title	Company Secretary
Reports to	Chief Executive Officer
Contract tenure	Fixed term for 2 years
FTE	Part Time (up to 3 days per week)
Location	Melbourne
Direct reports	Nil
Budget responsibilities	Nil
Approved	September 2025

1. About EREA VSL and the Board

Edmund Rice Education Australia Victorian Schools Limited (EREA VSL) is responsible for the governance of six Victorian schools, and their associated campuses that enrol over 10,000 students. EREA VSL is guided by the EREA Charter for Catholic Schools in the Edmund Rice Tradition. The Charter articulates the vision, mission, and objectives for schools.

Through the Charter Touchstones, schools strive to transform the hearts and minds of children and young people to build a more just and inclusive local and global community through presence, compassion, liberation and a commitment to justice and solidarity.

In all we do, EREA VSL operates with clarity, accountability and transparency.

The EREA VSL Board and its Committees meet regularly throughout the year to govern six Victorian schools. It is in the best interests of EREA VSL that we deploy the time volunteered by Directors and the efforts of Management in the most effective way possible.

2. Position Overview

The Company Secretary is to contribute their governance expertise, working with Board and Committee members and Management to achieve the best possible governance outcomes for EREA VSL.

3. Position Responsibilities

- In conjunction with the CEO, optimise the relationship between Boards, Committees and management to ensure timely access to all relevant material information.

Working closely with the Chair and Committee Chairs and the CEO to ensure the smooth operation of the Boards and Committees through:

- preparation of Board and Committee calendars setting out both meeting timing, locations and the program for the year;
- meeting planning, agenda preparation and logistics;
- orchestration of papers, in particular quality and consistency checking of material presented to Boards and Committees;
- taking minutes and preparing a register of Matters for Action for each Board and Committee, seeking verification of these minutes, and ensuring Chair signoff of Board minutes.

The Company Secretary will maintain:

- A repository of Board and Committee information, including Company Constitutions, Board and Committee Charters, Board Policies, past Board and Committee papers and minutes, contact information for Directors and Committee members, and any other relevant reference documentation;

- registers of directors' interests and the skills matrices for the Board and Committees; and
- an induction information pack suitable for providing information to prospective or recently appointed directors, to include an overview of EREA VSL Ltd, constitutions, charters, the strategic plan, values, and other documentation of value associated with the Minimum Standards for school and school boarding premises registration.

Other Duties

- Perform other duties consistent with the purpose of the role and the level of responsibility, as requested by the CEO or Board Chair. These duties will generally be discussed and agreed in advance.

4. Key Performance Indicators

The Company Secretary's performance will be measured against the following criteria:

- the delivery of Board information to Directors at least one week before Board and Committee meetings (Unless otherwise agreed).
- Quality and consistency of Board and Committee agenda and papers.
- Quality and consistency of Board and Committee meeting minutes taken, with minutes distributed to the Chair for review no more than five business days post-meeting.

Adherence to EREA VSL's values and underlying principles.

5. Essential Job Competencies

Governance and Strategy

- Demonstrable expertise in governance, Board operations, and general management in organisations of comparable scale and complexity to EREA VSL Ltd.

Leadership

- Demonstrates strong leadership, particularly the ability to influence those outside direct management responsibility or sphere of influence.
- Ability to work as a member of a team at all levels within an organisation.

Personal Effectiveness

- Able to maintain absolute confidentiality in all matters relating to EREA VSL Ltd.
- Outstanding verbal and written communication skills, particularly the preparation of complex reports suitable for Board decision-making.
- A courteous, engaging and efficient manner with proven interpersonal skills to relate to a variety of audiences.
- Effective and independent time management, achieving deadlines, follow up actions and an ability to research and analyse information and anticipate organizational issues.
- Excellent skills in the use of Microsoft Office, SharePoint, Diligent, Zoom and Microsoft Teams (or ability to adapt to new systems quickly).

Commitment to values

- Able to subscribe to and operate within the values of EREA VSL at all times.

6. Qualifications and Experience

- Tertiary qualifications in governance, commerce or law, augmented by a significant level of professional experience as a company secretary, preferably in the 'for profit' or 'for purpose' business sectors.
- Additional training from the Australian Institute of Company Directors or the Governance Institute of Australia is desirable.

7. Organisational Values

A commitment to EREA VSL's vision and values, and to the ethos, values and mission of Catholic education including alignment with EREA VSL's commitment to child safety and Ministerial Order 1359: *Implementing the Child Safe Standards – Managing the risk of child abuse in schools*.

EREA VSL is a child safe and child-centred organisation, committed to the protection of children, young people. EREA has no tolerance of abuse.

8. Licence and Travel

A full, current, and maintained Victorian (or interstate equivalent) Driver's licence and motor vehicle. Regional Victorian and interstate travel may be required from time-to-time.

9. Other Requirements

An understanding of and commitment to the safety, wellbeing and protection of children, and therefore you:

- a. Must hold and maintain a current Victorian Working with Children Clearance (WWCC) or be eligible to receive same upon joining EREA VSL.
- b. Must undergo and receive a clear National Criminal History Check (NCHC) upon employment and during the course of your employment with EREA VSL.
- c. Alternative to holding a WWCC and National Criminal History Check (NCHC), EREA VSL will accept evidence and continued maintenance of a full and current Victorian Institute of Teaching (VIT) registration.
- d. All employees are required not to have been charged with, nor found guilty of, any offence which would be incompatible with employment with EREA VSL.
- e. Willingness to take reasonable care for your health and safety in the workplace and for the health and safety of others who may be affected by what you do or don't do.

10. Agreement

The requirements of this position description are intended to describe the general nature and responsibility of work in this position. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the position.

This position description should be read in conjunction with the employee's contract of Employment. Employees will also be required to follow any other position-related instructions and EREA VSL policies, and to perform other position-related duties required to support EREA VSL's compliance with its legislative obligations.

Through consultation with the employee, EREA VSL may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.