

# POSITION DESCRIPTION

## ABOUT CALD2LEAD

CALD2LEAD is a not-for-profit organisation committed to strengthening culturally diverse leadership and increasing representation across boards and leadership roles in Australia. The organisation operates as an Incorporated Association in Victoria and is regulated by Consumer Affairs Victoria.

CALD2LEAD supports individuals from culturally and linguistically diverse backgrounds to access leadership pathways, contribute meaningfully to governance, and influence systemic change across sectors.

### **Our Vision**

Society is more equitable through the strengthened diversity of leadership and in particular the support for and growth of CALD women leaders.

### **Our Purpose**

To provide CALD women with access to leadership development opportunities so that there is more diversity in society's leadership and decision-making.

## ROLE OVERVIEW

The Board Secretary is a voluntary board position and a key governance role responsible for supporting effective functioning of the Board and compliance with all legislative, regulatory, and constitutional requirements.

The Secretary acts as a trusted governance advisor to the Chair and Board, ensuring strong governance practices, accurate record keeping, and effective coordination of Board processes.

This role requires high levels of integrity, attention to detail and a sound understanding of governance obligations.

As CALD2LEAD operates without paid employees, Board members may also contribute to operational priorities such as events, fundraising, stakeholder engagement, and program delivery.

## KEY ACCOUNTABILITIES

### **Governance and Compliance**

- Ensure compliance with Associations Incorporation Reform Act (Victoria), CALD2LEAD Constitution and Consumer Affairs Victoria requirements
- Act as the primary liaison with Consumer Affairs Victoria and relevant regulatory bodies
- Coordinate and lodge statutory reporting and ensure required documentation, including annual statements and changes to office bearers, is submitted within statutory timeframes.
- Support the Board to uphold best-practice governance standards
- Ensure conflicts of interest are declared, recorded, and managed appropriately

### **Board Support and Governance Advisory**

- Provide governance advice to the Chair and Board to support informed decision making
- Support Board induction and ongoing governance capability development
- Contribute to continuous improvement of governance frameworks, policies, and templates

### **Board and Meeting Management**

- Coordinate all Board and General Meetings, including preparation and timely distribution of agendas and Board papers in consultation with the Chair.
- Record accurate minutes, including decisions, resolutions, and action items, and distribute minutes in a timely manner.
- Maintain an Action Register and Decision Register to ensure that Board decisions are tracked and implemented.
- Participate in Board discussions and contribute to the development and review of CALD2LEAD's strategic direction, priorities, and governance frameworks.

### **Administration, Records and Communication**

- Maintain and securely store Board minutes, resolutions, governance policies, correspondence, and organisational records.
- Maintain accurate and up-to-date Registers of Members and Stakeholders.
- Oversee CALD2LEAD's document management systems (e.g. Google Drive) to ensure records are organised, current, and accessible to authorised users.
- Manage incoming and outgoing correspondence and ensure timely responses or appropriate escalation where required.
- Facilitate effective communication between Board members, committees, and external stakeholders.

### **Data and Reporting Coordination**

- Coordinate the collection of organisational data and support external reporting obligations required for Board reporting.
- Work with portfolio leads to consolidate evaluation and performance information
- Support the Board with access to relevant insights to inform oversight and decision making

### **Legal Duties (Applicable to all Board Members)**

In addition to Secretary-specific responsibilities, the incumbent must fulfil the legal duties of a Board member. This includes:

- Acting in good faith and in the best interests of the organisation
- Exercising reasonable care and diligence
- Not misusing position or information
- Declaring and managing conflicts of interest

## KEY SELECTION CRITERIA

### Skills and Experience

- Demonstrated experience supporting boards, committees, or executive teams in governance, administration, or secretariat functions
- Strong understanding of not-for-profit governance, compliance, and regulatory obligations
- High-level written communication skills, including agenda preparation, minute taking, and action tracking
- Strong organisational skills with the ability to manage records, documentation, and competing deadlines
- Ability to manage confidential and sensitive information with discretion and professionalism

### Desirable

- Experience working with culturally and linguistically diverse communities or within multicultural organisations
- Previous Board or committee experience in the not-for-profit sector

### Personal Attributes

- Commitment to CALD2LEAD's vision, purpose, and values
- Passion for strengthening culturally diverse leadership and representation
- High integrity, professionalism, and accountability
- Strong attention to detail and reliability in delivering agreed actions
- Sound judgement, initiative, and a proactive, collaborative approach
- Ability to work respectfully and effectively with diverse stakeholders

## TIME COMMITMENT

The role requires attendance at scheduled Board meetings, preparation and follow-up work associated with meetings, including agendas, minutes and action tracking and ongoing governance and administrative responsibilities.

Directors must devote sufficient time to preparation for Board meetings.

There may also be occasional involvement in other organisational priorities such as program growth and fundraising activities (e.g. events and community initiatives).

## CODE OF CONDUCT AND BEHAVIOURAL EXPECTATIONS

- Comply with CALD2LEAD's Code of Conduct and governance policies
- Respect the confidentiality of information and not disclose to any other person confidential information other than as agreed by the Board or as required by law.
- Demonstrate respectful, inclusive, and ethical behaviour in all interactions
- Uphold CALD2LEAD values and standards of conduct

- Act in a manner that upholds and promotes CALD2LEAD's reputation and public image

## PROBITY AND COMPLIANCE REQUIREMENT

All Board members need to comply with CALD2LEAD policies, including the Code of Conduct, and to declaration of conflicts of interest. Additional probity requirements may apply as determined by the Board.

## BENEFITS

This Board Secretary role provides an exciting opportunity to help transform and strengthen communities by supporting the governance and operational effectiveness of a purpose-driven organisation.

This is your chance to play a critical role in strengthening CALD2LEAD's governance, compliance, and organisational capability as we continue to grow our impact through scholarships, leadership programs, partnerships, and community initiatives.

Your time, compassion, energy, and expertise will be rewarded through personal and professional development, learning, and networking opportunities arising from CALD2LEAD's partnerships, scholarships, and mentoring pathways with leaders and organisations such as the Institute of Community Directors Australia, Leadership Victoria, Victorian Multicultural Commission, and the Centre for Multicultural Youth.

This role offers valuable Board-level governance experience and the opportunity to contribute strategically while building your leadership, governance, and professional networks.

CALD2LEAD offers a friendly, flexible, and supportive environment. This is a highly rewarding role for someone passionate about culture, leadership, and the unique satisfaction gained from developing others and influencing meaningful change.

## HOW YOU WILL BE ASSESSED

You will be assessed on how you meet the selection criteria detailed above.

*If you do not meet all the selection criteria but are passionate about CALD2LEAD's Vision and Purpose and believe you can bring value to our Board, we still encourage you to apply.*

To ensure the panel can make an informed assessment, please submit a current resume (max 5 pages) and a cover letter (max 2 pages) outlining your interest in joining the CALD2LEAD Board and addressing the key selection criteria.

Please email your application, with at least two references who have knowledge of your work and experience, to [cald2lead@outlook.com](mailto:cald2lead@outlook.com).

The Position Description can be found at [www.cald2lead.com](http://www.cald2lead.com).

For any enquiries, please contact the Board Chair, **Sarita Narayan**, at [cald2lead@outlook.com](mailto:cald2lead@outlook.com).

**Applications will be assessed on a rolling basis, so candidates are encouraged to apply as soon as possible and no later than 11:59pm 20<sup>th</sup> May 2026.**

## **DIVERSITY AND INCLUSION**

CALD2LEAD is seeking candidates with diverse backgrounds and experiences. We are an equal opportunity organisation and do not discriminate on the basis of race, colour, sex, age, religion, national origin, disability, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, or political affiliation.

We particularly encourage women, people of diverse cultural backgrounds, and Aboriginal and Torres Strait Islander people to apply for this position.

## **LOCATION**

CALD2LEAD is based in Melbourne with no fixed office; however, applications will be accepted from other locations across Australia as meetings are primarily held online.

Applicants already in possession of a Director Identification Number (Director ID) registered through the Australian Business Registry Service may include it in their application; however, please note it is not a formal requirement.