



Position Title: Secretary of the Board

Organisation: Bendigo Sustainability Group

Position Type: Volunteer Board Position (4 to 8 hours per month)

Position Overview

This is a voluntary position, which sits on our Board as part of the Executive. It would suit a conscientious and self-motivated person with expertise in governance and not-for-profit administration, and a passion for sustainability.

The Secretary will play a vital role in supporting the administrative functions of BSG, ensuring effective communication, and contributing to the overall success of our initiatives and events.

Bendigo Sustainability Group

Bendigo Sustainability Group (BSG) is independent and community-focused, and our goal is to create a supportive culture for understanding, inspiration, action and hope from which the wider Bendigo community can grow a sustainable future together. We have made significant contributions to the future sustainability of our region through our action groups and projects. Our flagship events are the annual Bendigo Sustainability Festival and Bendigo Sustainable House Day.

[Bendigo Sustainability Group 2022 – 2025 Strategy](#)

In moving beyond 2022, BSG will become a community leader in sustainability. Our strategic areas of focus are:

1. Empower people to act
2. Demonstrate sustainability in action
3. Partner to extend our impact
4. Develop our organisation

Prospective applicants are welcome to contact Mel Abel, BSG Executive Officer on 0421 704 064 or melissaa@bsg.org.au

Duty Statement

<i>Position title</i>	Secretary of the Board
<i>Purpose</i>	<p>The purpose of this role is to provide comprehensive organisational / company secretary support for BSG, including governance advice, strategic communications, and general administration.</p> <p>The role will form part of the Executive and will help set the strategic direction of BSG.</p>
<i>Key tasks</i>	<ul style="list-style-type: none"> ● Support the Executive Officer and Board in ensuring effective administration and communications. ● Ensure compliance with governance requirements. ● Provide input into BSG's strategic direction. ● Oversee and streamline administrative operations. ● Arrange meetings and prepare relevant materials, maintain documentation and records. ● Identify and analyse opportunities for BSG and provide advice to the Board. ● Attend monthly committee meetings (2 hours per month). ● Attend regular sub-committee meetings (1 to 4 hours per month). ● Attend ad-hoc training and networking events as agreed.
<i>Skills, experience, and attributes</i>	<p>The Secretary will have skills and experience in:</p> <ul style="list-style-type: none"> ● AICD or other relevant qualifications ● Office software (Google Suite, Microsoft Office, Dropbox) ● People & Culture (Human Resources) ● Identifying or creating partnerships <p>The Secretary will have:</p> <ul style="list-style-type: none"> ● Ability to be hands-on with daily operations ● Strong written and verbal communication skills ● A focus on community and collaboration ● A passion for building a sustainable future for our region <p>While working knowledge of sustainability practices and environmental not-for-profits is favourable, this is not essential. If</p>

	<p>you think you meet some of these criteria, but not all, we still want to hear from you!</p>
<i>Supervision and support</i>	<p>This is an unsupervised role that requires the volunteer to be a self-starter. The Secretary will work closely with the rest of the Executive Board members and the Executive Officer. The role will be supported by the President.</p>
<i>Benefits for the volunteer</i>	<p>This role will provide the volunteer with a platform to significantly contribute to the sustainability of Bendigo and the broader Loddon Mallee region, as part of a highly respected organisation.</p> <p>It will provide a unique opportunity to help set the strategic direction of BSG, at a critical time for our climate and environment, and when sustainability is becoming an increasing priority for the community and corporate sectors.</p> <p>As the Secretary of the Board, you will play a vital role in building the capacity of BSG to continue delivering effective sustainability initiatives and engaging with a broader audience. This is an opportunity to join a strong and supportive Board of experienced members with varied sustainability backgrounds.</p> <p>BSG meetings are offered in a hybrid format to provide flexibility. There will also be opportunities to attend various trainings and networking events as a representative of BSG.</p> <p>Organisations are encouraged to consider this role on behalf of staff members, to work toward Corporate Social Responsibility, Sustainability and Climate Change goals.</p>
<i>Date of position</i>	<p>This position is to begin in December 2023, for approximately twelve months until the next AGM.</p>
<i>How to Apply</i>	<p>Interested in the role? Please submit your CV and a brief cover letter outlining your relevant experience and motivation for applying to melissaa@bsg.org.au</p>