

Secretary

Purpose

The Secretary safeguards the governance integrity, records and compliance of Living Proud. The Secretary ensures the Board operates lawfully and efficiently - coordinating meetings, notices and minutes, maintaining the register of members and other statutory records, and supporting compliance under the Associations Incorporation Act 2015 (WA). The role is central to good governance practice and to a well-run, well-documented Board.

Key responsibilities

- Manage the Association's correspondence.
- Consult the Chair on the business for each Board and General Meeting and prepare the meeting notices and papers.
- Take accurate minutes of all Board and General Meetings and enter them in the records within the required time.
- Maintain the Register of Members and the record of Board members and authorised persons, as required by the Act.
- Keep an up-to-date copy of the Constitution and ensure the safe custody of the Association's books, other than the financial records.
- Manage statutory lodgements with the Commissioner and support the Board's compliance calendar.
- Support good governance administration - the conflicts-of-interest register, member communications, and AGM and election processes.

Director duties - every Board Member

Every Board Member is a director of the Association and must: act with care and diligence; act in good faith in the best interests of the Association and for a proper purpose; not improperly use their position or information; and disclose and stand aside from any material personal or pecuniary interest.

Appointment, term and commitment

- **Appointment & term:** Elected by the members at the AGM; two-year term. The six-year Executive limit applies.
- **Eligibility:** An Ordinary or Life Member aged 18+, not disqualified under s. 39; may not hold two Executive offices at once.
- **Accountable to:** The Board and, through it, the members.
- **Time commitment:** Approximately 8 to 10 hours per month, covering monthly Board meetings with preparation before and after each meeting (agendas, papers, minutes) and ongoing records maintenance. Honorary (unpaid).

Board culture and what we're looking for

Living Proud's Board brings together people with different skills, identities and lived experiences, united by a commitment to the health, safety and wellbeing of LGBTIQ+SB communities across Western Australia.

Our culture and values

Our work is guided by six values: Respect, Integrity, Collaboration, Courage, Equity and Pride. We expect every Board member to model these values and to bring an intersectional, community-centred approach to governance. In practice, our Board:

- is collegiate and respectful, and values constructive challenge, open debate and independent judgement, with decisions made collectively;
- focuses on governance rather than day-to-day management, supporting and holding to account the CEO and staff;
- holds high standards of integrity - declaring conflicts of interest, maintaining confidentiality, and coming prepared to contribute at every meeting;
- is committed to continuous improvement, director development and honest reflection on its own performance; and
- draws on lived experience of, and genuine connection to, LGBTIQ+SB communities in everything it does.

Skills we are especially seeking

Essential

- Experience in legal and regulatory compliance. This is an essential requirement for the Secretary position. It may come from a legal background, or from a compliance, risk, audit or regulatory role, or from another position carrying responsibility for meeting statutory obligations.

Also sought

We welcome people from a wide range of backgrounds, and are currently particularly interested in applicants who also bring expertise in any of the following domains:

- Finance and accounting
- Human resource management
- Technology, digital systems and cyber security
- Fundraising, grants and income generation.

Diversity, inclusion and belonging

Living Proud is committed to a Board that reflects the diversity of the LGBTIQ+SB communities we serve. We strongly encourage applications from people who are currently underrepresented on our Board. In particular, we warmly welcome applications from Aboriginal and/or Torres Strait Islander people, people with disability, women and gender-diverse people, people from culturally and linguistically diverse backgrounds, and people living in regional and remote Western Australia.

We value lived experience as much as formal qualifications, and we are committed to a safe, inclusive and culturally respectful Board environment. We are glad to make reasonable adjustments to support your participation in both the recruitment process and Board membership. If you are interested but unsure whether your experience is the right fit, we encourage you to get in touch for a conversation.