

Position Description	
Position Title:	Board Secretary
Location:	Bendigo
Term:	Full-time (38 hours per week) Ongoing
Classification:	Social, Community Home Care and Disability Services (SCHADS) Award – Level 6
Contact:	Acting Dja Dja Wurrung Group Chief Executive Officer, Cassandra Lewis

Overview of Corporation

Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC) trading as DJAARA actively works to progress the aspirations of the Dja Dja Wurrung community. It is incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act) and is regulated by the Office of the Regulator of Indigenous Corporations (ORIC). Established in 2004, the principal objectives and responsibilities of the corporation are to:

- Promote the health and wellbeing of the Dja Dja Wurrung People.
- Protect and promote the laws, culture, property rights and human rights of the Dja Dja Wurrung People.

The DDWCAC is also a Registered Aboriginal Party, the sole owner of Dja Dja Wurrung Enterprises Pty Ltd (DDWE). Our businesses include natural resource management, cultural awareness and tourism.

In 2013, the DDW People achieved a Recognition and Settlement Agreement (RSA) with the State of Victoria, which formally recognises the DDW people as the traditional owners for part of Central Victoria. The DDW people nominated the DDWCAC as the 'traditional owner group entity' for the purpose of the settlement, meaning it holds and manages the settlement on behalf of the DDW people.

Primary Purpose of the Position:

Reporting operationally to the Chair of the Dja Dja Wurrung Clans Aboriginal Corporation and working closely with the CEO and governance staff, you will play a pivotal role in ensuring the efficient operation of the Dja Dja Wurrung Clans Aboriginal Corporation Board of Directors.

The role is responsible for supporting the Board to adhere to the highest standards of corporate governance, overseeing compliance with regulatory requirements and the interface with internal policies and procedures meeting best practice standards. This includes ensuring board subsidiaries and subcommittees operate effectively and efficiently to support the achievement of the Corporations' strategic objectives.

balaki wuka | giving to community

Larnangurrak (our place)

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Key Responsibilities:

- **Meeting Management:** Prepare and distribute agendas, minutes, and coordinate logistics for board and committee meetings, including circular resolutions in a timely manner. Record accurate and comprehensive minutes of meetings, decisions, correspondence, board activities and ensure their approval and archival.
- **Document Control:** Maintain confidential records, registers, and ensure proper filing of board materials.
- **Governance Compliance:** Ensure adherence to legal and regulatory requirements. Maintain and update governance documents including The Rule Book, Governance Charter and DDW Group policies and procedures as required
- **Communication & Coordination:** Act as a liaison between the board and executive management; coordinate audit, legal, and regulatory information requests. Ensure timely dissemination of information and follow up on board decisions and actions.
- **Policy & Strategy Support:** Assist in developing board policies and support strategic planning and decision-making.
- **Subsidiary Oversight:** Lead governance functions for subsidiary companies.
- **Board Engagement:** Prepare and present governance-related papers and briefings; manage director onboarding and offboarding. Monitor board member terms and coordinate reappointments or elections as needed.
- **Miscellaneous:** Other duties as required.

Qualifications and Experience

- **Qualifications:** A bachelor's degree in business administration, law, or a related field is required.
- **Administrative Expertise:** Minimum five years' experience in a secretarial, governance and/or senior administrative role within a corporate or non-profit board is highly desirable. Ability to provide expert advice on matters of complexity.
- **Organisational Excellence:** Strong time-management and organisational skills with the ability to handle complex and routine tasks simultaneously.
- **Communication Proficiency:** Highly developed oral and written communication skills, with the ability to engage effectively and diplomatically with diverse stakeholders.
- **Technical Competence:** Proficient in office software and document management systems.
- **Professionalism and Discretion:** Demonstrated maturity, judgement, and confidentiality in managing sensitive enquiries and information.
- **Detail-Oriented:** High attention to detail and accuracy in documentation.
- **Collaborative and Interpersonal Skills:** Strong ability to work with a wide range of internal and external stakeholders.
- **Adaptability:** Flexible and responsive to changing priorities and environments.
- **Governance Insight:** Understands board operations and governance principles, ensuring compliance and effective outcomes.
- **Credibility and Presence:** Communicates with clarity and confidence, even in challenging situations.

Essential Personal Qualities

- Unwavering commitment to progress the aspirations of the Dja Dja Wurrung Group.
- Ability to effectively communicate with Aboriginal and/or Torres Strait Islander peoples.
- High level of personal awareness and interpersonal skills to be able to liaise with a variety of staff and volunteers.
- Sound knowledge and understanding of current challenges, issues, opportunities and community aspirations amongst Aboriginal Victorian communities.
- High ethical standards, personal integrity, and high degree of self-motivation and to work with minimal supervision.
- Proven ability to create and maintain an expectation of trust, respect and confidentiality.
- A commitment to safe work practices.
- Capacity to lead and willingness to accept direction and to work as part of a team in a multi- cultural working environment.
- Ability to work occasional Saturdays.



Contact

Cassandra Lewis, DDW Group Acting CEO

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