

Role Title	QPP Board Secretary
Organisation	Queensland Positive People Incorporated (QPP)
Length of Term	24 months

Primary Purpose of Role	
The role of the Secretary is to ensuring the compliance of the Company and the Board with the relevant laws, rules & regulations, resolutions of both the Board and AGM's meetings including corporate governance practices. Providing support for Board Members and Executives to attend training courses in their relevant areas.	
QPP Values	
Diversity	<ul style="list-style-type: none"> We value and celebrate our diverse community and we welcome the opportunity to walk with others, hear different voices and break down barriers.
Equity	<ul style="list-style-type: none"> We recognise that each person is an individual, and we help provide the resources and opportunities needed to reach a just and fair outcome.
Quality	<ul style="list-style-type: none"> We innovate and deliver services founded on best practice, through lived experience, consultation, and research. We strive to be reliably informed to remain accountable.
Freedom	<ul style="list-style-type: none"> Freedom for self-determination, this is what enables us to achieve our unlimited potential. We support social transformation through individual and collective engagement, and we uphold the power of people to effect change.
Empathy	<ul style="list-style-type: none"> We build relationships based on compassion. We do this by demonstrating kindness, respect and by listening, and reflecting.
Belonging	<ul style="list-style-type: none"> We recognise the importance of connection, and we build supportive environments that value open participation from people with different ideas and perspectives.

Accountability	Responsibilities
Administrative	<ul style="list-style-type: none"> Support the President in governance of the day-to-day operation of the organisation including participation in the annual performance review of the Executive Officer as required. Support the President in the planning and conduct of Board General Meetings as required including acting as meeting chair in the event the President is unavailable. Support the President and Executive Officer in oversight of the management of the business of the Board. Support the President in ensuring the harmony of Board deliberations. Provide leadership and support to the Board to ensure pursuit of the organisation's strategic Vision, Mission and Principles. Provide leadership and support to the Board to ensure that the organisation operates in an ethically, environmentally, and socially responsible fashion. Provide direct peer support to new members of the Board as agreed with the President. Act as Media Spokesperson for the organisation in the absence of the President. Serve on Board committees as required.

<p>Governance</p>	<ul style="list-style-type: none"> • Operate at all times in accordance with Governance Standards as set out by the Australian Charities and Not for Profit Commission (ACNC). • Contribute to enacting delegated authority for QPPs governing documents including the Constitution and governance related policy and guidelines. • Ensure that the organisation’s financial affairs are conducted with transparency and accountability in an ethically, environmentally, and socially responsible fashion. • Assist in monitoring the organisations performance and ensure it aligns with the collective interests of members, stakeholders, Board, management and employees. • Enact legal duties as required: <ul style="list-style-type: none"> ○ Act in good faith and for proper purpose. ○ Act with reasonable care, skill and diligence. ○ Do not improperly use information or position. ○ Disclose any conflicts of interest and where appropriate refrain from voting on related matters.
<p>Leadership</p>	<ul style="list-style-type: none"> • Contribute to organisational performance to deliver value and benefits to members and community. • Contribute to the collaborative development of the organisations vision, values and behaviours. • Demonstrate, promote and monitor a collaborative and unified organisational culture. • Contribute to Board, CEO and other key executive positions recruitment, induction, evaluation reviews, skills development and succession planning. • Oversee the management of elevated financial critical incidents as required.
<p>Strategic Direction</p>	<ul style="list-style-type: none"> • Contribute to the development of the strategic direction and objectives of the organisation in conjunction with the remaining members of the Board and CEO. • In conjunction with Finance Risk and Audit Committee develop budgets and allocation of resources that optimise delivery of the Annual Strategic, Operational and Communication Plans. • Monitor the strategic direction of the organisation and the attainment of its strategies and objectives in conjunction with the executive.
<p>Financial and Risk Management</p>	<ul style="list-style-type: none"> • Participate in the Finance, Risk and Audit Committee, as required. • Monitor the financial position and operational performance of the organisation including assessment of risk and audit function. • Assure the principal risks faced by the organisation are identified, and ensure that appropriate control and monitoring systems are in place to manage the impact of these risks. • Review and approve the organisation’s internal compliance and control systems and codes of conduct. • In collaboration with Finance Risk and Audit Committee ensure the timeliness and accuracy of the organisation’s financial and other reports to the Board allow them to meet their statutory and constitutional obligations. • Contribute to the design, implementation and periodic review of appropriate and effective policies, processes and codes for the organisation.

<p>Strategic relationships and Communications</p>	<ul style="list-style-type: none"> • Represent the public face of the organisation and views of the Board to its community and broader stakeholders, as required. • Facilitate open and constructive communications amongst Board Members and encourage their contribution to Board deliberations. • Support the implementation of the communications Strategy targeting key political stakeholders and funding agencies, as required • Promote the organisation to members, service partners and the community as opportunities arise. • Support member and stakeholder engagement, reporting and information flows.
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Board Members are required to obtain the following:

- National Police Check
- Blue Card
- ACNC Declaration that they are not bankrupt or disqualified from holding a governance role on a Board/committee.
- National Director ID number
- Required Vaccinations

Personal competencies for this position are:

- Lived experience of HIV and an engaged understanding of current health and legal policy as it relates to people living with HIV;
- Highly developed communication skills (both written and verbal) with the ability to effectively and confidently speak in public;
- Leadership skills including negotiation and conflict resolution.

Business competencies for this position are:

- Knowledge of corporate governance
- Secretariat experience

NOTE: Holding this position may result in public disclosure of your HIV status.