



EXPRESSIONS OF INTEREST FOR COMPANY SECRETARY

Australia India Business Council Ltd ("AIBC Ltd") invite expressions of interest for the position of Company Secretary FROM Australian business leaders and senior executives of companies that have an established track record in business to business undertakings between Australia and India to be appointed as the Company Secretary to AIBC Ltd.

The Company Secretary holds office for a period of 2 years and is a voluntary non-remunerated position. The candidate need not to be a Member of AIBC Ltd. This period can be extended by another 2 years.

The Company Secretary position description is as follows:

Company Secretary

The role of the company secretary is to:

- (a) Ensure that all relevant business is put before the Board;
- (b) Assume responsibility for the implementation, and where appropriate, supervision of administrative functions of the Company;
- (c) Have a clear understanding of the Constitution of the Company;
- (d) Ensure that the necessary registers required to be kept by the Corporations Act, 2001 are kept;
- (e) Ensure that the all returns are lodged with ASIC;
- (f) Organise and attend meetings of the members and Directors;
- (g) Send out notices, including proxies;
- (h) Be aware of the Company's procedure for meetings;
- (i) Attend to the Company's insurance requirements;
- (j) Be conversant with Statutory requirements that are relevant to the Company's activities;
- (k) Ensure that the Company's financial records are kept in accordance with the Corporations Act, 2001.



ABOUT AIBC

AIBC Ltd is a national membership organisation with active chapters in Sydney, Melbourne, Brisbane, Adelaide, Perth and Canberra. It maintains close relationships with federal and state government agencies, the diplomatic corps and industry bodies. AIBC Ltd showcases opportunities to the Australian business community through an active program of events throughout Australia.

How to apply

Send a CV and cover letter explaining why you would be suitable for the Company Secretary position (experience, connections, knowledge, commitment, past results achieved etc).

AIBC Ltd is looking for a high calibre candidate with skills and solid experience that will manage the corporate governance, enforce policies and procedures and ensure it complies with constitutional requirements on an open and transparent basis.

The successful applicants will be chosen from a panel consisting of the National Chair, National Vice Chair and the AIBC Board.

Expressions of Interest close on Friday 8th March, 2019. Please apply to secretariat@aibc.org.au