

Riding for the Disabled Association NSW

Quad 1, Level 2, 8 Parkview Drive,

Sydney Olympic Park

stateoffice@rdansw.org.au

29Th September 2024

## EXPRESSION OF INTEREST FOR COMPANY SECRETARY POSITION

Riding for the Disabled Association NSW

The Riding for the Disabled Association NSW is seeking expressions of interest for the position of Company Secretary. This is a vital role within our organisation, responsible for ensuring effective governance and supporting our mission to provide therapeutic riding programs for individuals with disabilities.

### Role Overview:

The Company Secretary will play a crucial role in overseeing governance administration and ensuring compliance with legal and statutory obligations. We are looking for a candidate with a strong background in governance, administration, or the legal field, who possesses relevant experience in:

- Strategic planning,
- Documentation management,
- Stakeholder engagement.

### Key Responsibilities:

- Ensure the association operates within its legal and regulatory framework.
- Support the Board of Directors in governance matters and facilitate effective communication between the Board and stakeholders.
- Manage documentation and records, ensuring accuracy and accessibility.

- Assist in the development and implementation of strategic plans.

**Position Details:**

This position is currently filled by Joseph Orland, who was appointed by the Board of Directors. While this is not a Director's role, we recognise the importance of a smooth transition. Therefore, we will provide a handover period to ensure that the incoming Company Secretary gains the necessary experience and knowledge of the role.

**Volunteer Role:**

This is a volunteer position, and we are committed to supporting our new Company Secretary throughout the transition. We encourage candidates who are passionate about governance and have a desire to contribute to our mission.

**Application Process:**

Interested candidates are invited to submit their expression of interest, including a brief resume, two contactable referees and a covering letter outlining their relevant experience and motivation for applying. Please send your application to [stateoffice@rdansw.org.au](mailto:stateoffice@rdansw.org.au) by COB on 17<sup>th</sup> October 2024.

We look forward to welcoming a dedicated and skilled individual to our team.

Kind Regards,

Directors of RDA (NSW)

Kind Regards

Tracy Lucas

HON; Director

Executive Officer / Grants Officer and Assistant communications

0488727085

Email – [tracy.lucas@rdansw.org.au](mailto:tracy.lucas@rdansw.org.au)

[Gemini.winsoft@bigpond.com](mailto:Gemini.winsoft@bigpond.com)

WEB – [WWW.rdansw.org.au](http://WWW.rdansw.org.au)

