



## **NELA National Governance Officer Volunteer | Position Description**

### **About the role**

- Would suit candidates with legal industry experience, prior experience in a corporate secretarial or administrative role and/or students with a keen interest in corporate governance and regulatory compliance.
- Play a key role in NELA's corporate governance and regulatory compliance matters.
- Contribute to the successful development of a growing national non-profit organisation.
- Attractive opportunity for candidates looking for volunteer experience with Australia's premier non-profit community organisation focused on advancing environmental law.

### **The role**

The role involves working collaboratively with the NELA National Secretary and Secretariat, Governance and Treasury Subcommittee to coordinate the effective functioning of NELA's governance arrangements.

The Governance Officer contributes to the smooth and effective functioning of an impact-focused, professional and efficient organisation.

The role will involve supporting the planning and conduct of national level meetings, projects, communications, and coordinating reporting requirements and meeting processes. You will also help manage and develop record management systems.

Essential to the role is a desire to promote good governance and management within NELA.

### **Specific responsibilities include:**

- Facilitating the planning and conduct of the Secretariat, Governance and Treasury Subcommittee meetings.
- Contributing to the planning and conduct of the National Executive Committee meetings and General Meetings.
- Supporting the National Secretary to ensure NELA complies with both statutory regulations and reporting obligations to ASIC and ACNC.
- Assistance with co-ordinating agendas and minute preparation.
- Assistance with developing and implementing correspondence and records management systems.
- Assist in the organisation and timely execution of the strategic plan for NELA.

### **Skills Required**

This role would suit candidates who possess the following transferable skills:

- Legal industry or corporate management background and/or experience managing student associations or committees including preparing agendas, minutes and records.
- Ability to work autonomously and with initiative.
- Ability to work collaboratively.
- Effective engagement of a range stakeholders.

- A commitment to quality service standards and delivery.
- Well-developed verbal and written communication skills.
- Tech savvy and skilled in Microsoft Office suite and Google suite.

### **Time commitment and application**

For the successful applicant a commitment to NELA's objectives is essential. You are expected to volunteer, on average, 2-3 hours of your time per week.

### **Term of appointment**

12 months, subject to a 3-month trial period.

### **How to apply**

Please submit a CV and 1-page cover letter addressing your suitability in line with the position description to [secretary@nela.org.au](mailto:secretary@nela.org.au) **by midnight AEDT Tuesday 28 February 2023.**

### **About NELA**

NELA is a peak body for advancing Australian environmental law. NELA brings together professionals in environment and resources law and related disciplines. We are a national, not-for-profit, volunteer-run organisation.

We endeavour to promote the understanding of the role of environmental law in regulating and managing the conservation and usage of the environment.

We have members and event attendees from all walks of life, including students, State and Federal public servants, lawyers, engineers, local government officers, academics, librarians, town planners, environmental consultants, architects, and people from many other disciplines.

To achieve its purpose, NELA:

1. Provides a forum for and otherwise assists the discussion, consideration and advancement of environmental law across the legal profession and wider community.
2. Makes recommendations and submissions on matters of environmental law in Australia.
3. Convenes and holds seminars, lectures and conferences.