

## **The Sydney Fringe Incorporated Company Secretary vacancy**

The Sydney Fringe Incorporated is an incorporated Association, registered under and governed by the *Associations Incorporation Act 2009* (NSW) and the *Associations Incorporation Regulation 2010* (NSW).

The Sydney Fringe Festival is the largest independent arts festival in NSW with over 450 events presented in over 70 venues across greater Sydney each year. Each September, culture creators from all over the city join forces with us to share Sydney's stories presenting new work from all genres. Outside of festival time, we advocate for artists, advocate for change and activate for unused space creating new cultural infrastructure and precincts.

This is a volunteer role and we are seeking a passionate and committed professional to take on an Office Bearer role as Company Secretary. This position plays a crucial role in supporting the governance of the Association and the Board's discharge of its obligations.

This role is responsible for ensuring that The Sydney Fringe complies with applicable legislative and regulatory requirements. The role is expected to maintain high standards of governance, ensure the Board, and Board Committees operate effectively and that complete and accurate records are maintained of meetings.

### Key Responsibilities

- Advising the Board and its Committees on governance matters
- Ensuring governance policies and procedures are being followed
- Coordinating the timely completion and despatch of board and committee papers
- Ensuring all meetings are properly convened; attending the Annual General Meeting, Board and Sub-Committee meetings
- Ensuring that the business at board and committee meetings is accurately captured in the minutes
- Helping to organise and facilitate the induction of directors
- Manage legal and compliance tasks
- Maintain good Record Keeping

The Board meets monthly in Sydney and has two half-day strategy sessions p.a. There are approximately 4-6 subcommittee meetings (1-2 hours) p.a.

Applicants with demonstrated experience in a similar role are highly desirable, or at minimum, a good working knowledge of governance procedures in incorporated associations and/or not-for-profit organisations.

For applications and request for further information please contact: Maree Taylor, The Sydney Fringe, People and Nominations Committee Chair at [maree@reframe.net.au](mailto:maree@reframe.net.au)