



Company Secretary

Position Details

Location: Flexible from a home office	Reports to: Chair of the Board and Chief Executive Officer
Classification: Volunteer (Expenses reimbursed)	Hours: The expected time commitment for this role is approximately 15 hours per month , plus virtual attendance at a bimonthly Board meeting.
Last Revised: 2026	

Primary Purpose of the Position

- The Company Secretary has important legal and governance responsibilities in addition to providing strategic support to the board.
- This role is crucial in ensuring that DSA adheres to both statutory requirements and the unique compliance standards required of a recognised sporting organisation.
- By facilitating effective board and committee operations and upholding DSA's values, the Company Secretary helps drive DSA's mission to promote inclusive sport and recreation opportunities for Australians with disabilities.
- You will work closely with the CEO to ensure that all governance and strategic support is provided in conjunction with the executive leadership.

Organisational Environment

Disability Sports Australia (DSA) is a recognised National Sporting Organisation for People with a Disability and a registered charity. By promoting sport and active recreation, DSA aims to connect Australians with disabilities to local sport and recreation opportunities.

Our Purpose: Building capability of sport to enable participation for people with disability

Role of Company Secretary

The role of the Company Secretary includes:

- Confidant of the Board; provider of guidance in directorial duties & responsibilities

- Fill the position required by statute under the Corporations Act (CA)
- Chief administrative officer of DSA
- Undertake duties, responsibilities and obligations as required by the CA and Regulations, Australian Charities and Not-for-profits Commission (ACNC) regulations, DSA's Constitution and other applicable legislation and common law
- Ensure that DSA carries out its statutory functions and obligations
- Maintain DSA's books, records & registers
- Ensures the Board undertakes strategic planning
- Ensures the Board undertakes good corporate governance.

While the Company Secretary provides governance and compliance guidance, this role does not include acting as Legal Counsel.

For any legal matters beyond statutory compliance, the Company Secretary will consult with or defer to external legal advisors, ensuring that DSA receives qualified legal advice where necessary.

Responsibilities

- The company secretary holds office on the terms and conditions and with the powers, duties and authorities, delegated to them by DSA directors.
- The responsibilities of the Company Secretary include:
 - perform the duties and responsibilities of a Company Secretary as required by the CA and any other relevant legislation or regulation
 - ensuring that DSA complies with its statutory obligations under any relevant laws and regulations
 - statutory records
 - ensure completion and lodgement of statutory forms/returns and reporting under the CA and other relevant legislation/regulation
 - ensure compliance with the Australian Charities and Not-for-profits Commission (ACNC) regulations, including annual reporting obligations and timely updates on any relevant changes to DSA's charitable registration or operational activities
 - board meetings
 - arrange/co-ordinate
 - finalise agenda (in counsel with the Chair and CEO)
 - compile and circulate papers to Directors prior to meetings
 - take minutes
 - record (and advise where necessary) declarations/conflicts of interest of Directors
 - ensure adherence with DSA's Constitution
 - overseeing the Director nomination, election and appointment process in accordance with the DSA Constitution including skills and diversity matrix for board composition
 - overseeing the board self-assessment and other board governance matters.
 - coordinate board induction processes and the provision of ongoing training for directors, helping to familiarise them with DSA's operations, policies, and compliance obligations.
 - facilitate the board's review of DSA's Constitution, ensuring continued alignment with legal and operational requirements as well as adherence to the Australian Sports Commission's Sports Governance Standards.
 - ensure the completion of the Australian Sports Commissions annual governance assessment and overall responsibility for the sports governance action plan.

- carry out other functions, if any, required of the Company Secretary by the DSA Constitution and legislation

Essential Knowledge, Skills, and Experience

- strong interpersonal and communication skills and proven ability to work with a complex and diverse group of stakeholders.
- strong written and communications skills.
- strong problem solving and issues resolution skills.
- flexible, adaptable and proactive approach.
- high degree of professional ethics and integrity.
- strong understanding of risk management and governance practices, particularly within the not-for-profit sector.
- Familiarity with governance and board management software to facilitate efficient record-keeping, document circulation, and meeting coordination.

Preferred Knowledge Skills and Experience

- Bachelor's degree in law, Business, Commerce, or Economics.
- Additional qualifications or experience in sports administration and sports governance (preferred but not essential)
- Knowledge of the [Australian Sports Commission Sport Governance Principles](#).
- You must also take all steps reasonably necessary to ensure that DSA complies with the Corporations Act and general law.

Other Relevant Requirements

Disability Sports Australia provides a safe, fair and welcoming environment.

We are committed to providing equal opportunities to all regardless of disability, gender identity, sexual orientation or ethnicity and we encourage anyone who holds the relevant skills and experience to apply for our roles.

Application Process for expressions of interest must include:

- A CV (maximum four pages)
- A one-page cover letter outlining relevant experience and motivation for applying

Applications should be emailed to chair@sports.org.au by **5pm, Monday 8 June 2026**.