

SECRETARY

All PMI Queensland Chapter (the Chapter) Board members are expected to bring an appropriate combination of knowledge, skills, experience, and professional capability relevant to their role and responsibilities. Specific qualifications, certifications, professional memberships, or experience may be required or preferred for individual Board positions, as outlined below.

Eligibility and Qualifications

Candidates must meet the mandatory eligibility requirements for election or appointment to the Board, together with any additional eligibility requirements applicable to the position.

Board members are expected to maintain the knowledge, skills, experience, and professional capability appropriate to their role and to undertake required and appropriate governance and professional development throughout their term.

Essential criteria

All candidates for election or appointment to the Board of Directors must:

- Be a current member of the Chapter
- Have completed a minimum of 50 hours of volunteer service with PMI, a PMI Chapter, or a comparable professional or not-for-profit organisation
- Meet any additional eligibility requirements prescribed by the Chapter's Rules, Bylaws, PMI requirements, or applicable legislation

Additional essential criteria for election to the role of Secretary

In addition to the eligibility requirements applicable to all Board candidates, a candidate for Secretary must:

- Demonstrate relevant professional or volunteer experience in governance, board or committee administration, regulatory compliance, policy management, company or association secretarial practice, or a comparable governance role; and
- Demonstrate sufficient knowledge of governance principles and meeting, records, compliance, and policy obligations to perform the responsibilities of the role.

Desirable criteria

- Hold a recognised qualification in governance, company secretarial practice, law, corporate governance, or a related discipline
- Have completed recognised governance education through the Governance Institute of Australia, Australian Institute of Company Directors, or an equivalent recognised provider
- Previous experience in not-for-profit, membership association, or Board governance
- Previous Board, management committee, or relevant executive-level experience

Professional Development

- Where the successful candidate does not hold a recognised governance or company secretarial qualification, complete appropriate role-specific governance or secretarial practice training within an agreed period following election or appointment

For further information regarding Board roles, selection criteria, eligibility, and requirements, please refer to the [Chapter Bylaws](#) and [Chapter Rules](#) available on the [Governing documents](#) page of the [Chapter website](#).

Role Description

The Chapter's business and operations are controlled by the Chapter's Board of Directors, and executed through the Leadership Team.

As a Board member, you will be required to:

- Regularly prepare for, attend, and actively contribute to Board meetings, committees, task groups, and other Board activities as required
- Contribute knowledge, experience, and independent judgement to Board deliberations and decision-making, acting in good faith and in the best interests of the Chapter
- Contribute to the development, approval, and oversight of the Chapter's strategy and policies, including participation in strategic planning and oversight of execution through the Leadership Team
- Contribute to the Board's oversight of the Chapter's financial affairs, organisational risk, compliance, governance, and other obligations
- Exercise Board powers and duties with reasonable care and diligence, and in accordance with the PMI Charter, PMI Code of Ethics, Chapter Rules, governance requirements, and applicable policies
- Identify, declare, and appropriately manage actual, potential, or perceived conflicts of interest, and maintain the confidentiality of Board information, discussions, and decisions where appropriate
- Contribute openly and independently to Board deliberations and support the collective decisions of the Board once made
- Promote effective communication, collaboration, and appropriate governance across the Board, Leadership Team, Chapter membership, PMI, and other stakeholders
- Promote PMI, the Chapter, and their mission, values, and principles
- Participate in Board evaluation, development, succession planning, and continuous improvement activities as required
- Undertake other responsibilities, activities, or tasks requested or agreed by the Board

Expectations of Secretary

The Secretary is an elected volunteer responsible for oversight of the Chapters Correspondence, Record Keeping, and Regulatory compliance of the Board and Executive.

The Secretary controls the orderly functioning of Board Meetings, Chapter Annual General Meetings, and Annual Reporting related activities of the other Board members in accordance with the Chapter's Rules and Bylaws.

In addition to the responsibilities applicable to all members of the Board of Directors, as Secretary you will be required to:

- Coordinate Board and Chapter correspondence, escalating urgent or significant matters to the President, Treasurer, Board, or other appropriate officeholder
- Maintain custody and oversight of the Chapter's official books, registers, documents, and permanent records, other than those assigned to the Treasurer
- Coordinate Board meeting agendas and papers, and ensure accurate minutes are prepared, approved, and retained as part of the Chapter's permanent records
- Coordinate the governance requirements for Annual General Meetings and other general meetings, including appropriate notices, agendas, required documentation, minutes, and their distribution or availability to members
- Monitor the Chapter's compliance with its Rules, PMI Charter, applicable legislation, regulations, and governance requirements, advising the Board of identified issues or required actions and coordinating periodic review of the Chapter's Rules
- Maintain the Board's governance and policy framework, coordinating the development, review, approval, and maintenance of Chapter policies and monitoring their consistency with applicable governance and compliance requirements
- Maintain awareness of developments and good practice in not-for-profit governance and policy, and provide governance advice, guidance, or training to the Board and Chapter
- Support the Board and President in administering Chapter conflict, conduct, and ethics processes, including maintaining appropriate awareness of PMI's ethics review processes
- Liaise with PMI Chapters, regulators, and other relevant authorities, including the Queensland Office of Fair Trading, on governance, regulatory, and secretarial matters
- Act as an authorised approver for financial transactions where required, in accordance with the Chapter's financial delegations, policies, and banking authorities
- Maintain appropriate succession and transition arrangements for the Secretary role and ensure an orderly transfer of records, responsibilities, access, and relevant information to the succeeding Secretary

Board Committees

Board committees and other task groups are formed as necessary and when it enables efficient decision-making. You may be asked to serve on one or more Board committees.

Estimated time commitment

Estimated volunteer hours: 15-20 hours per month