


DUTIES AND RESPONSIBILITIES RAHS COMPANY SECRETARY



‘Meditations’

Image: RAHS Osborne Collection c.1920

	DUTIES AND RESPONSIBILITIES OF THE RAHS COMPANY SECRETARY	
Last review	July 2025	

Overview

The RAHS Company Secretary role includes liaising with the RAHS Council, managing governance responsibilities and ensuring regulatory compliance. Time commitment varies, typically requiring five hours per week, with additional hours required due to key governance deadlines such as annual reporting. Hours may also increase depending on governance strategic initiatives.

This role is essential in ensuring the RAHS continues to meet the highest standards of governance and compliance, supporting the Society’s long-term sustainability and success.

The RAHS Company Secretary role is currently performed by the RAHS General Manager, a Fellow Member of the Governance Institute of Australia. Combining these roles ensures strong governance, regulatory compliance, and organisational management while supporting the efficient and effective operation of the RAHS.

Duties and Responsibilities

Governance and Compliance Oversight
<ul style="list-style-type: none"> ensure RAHS meets statutory, governance, and reporting requirements as a company limited by guarantee and registered charity oversee Council compliance obligations, including maintaining records of appointments and resignations support the RAHS Council in defining, reviewing, and maintaining governance-related policies ensure the governance section of the RAHS website remains up to date
Council and Meeting Administration
<ul style="list-style-type: none"> organise Council meetings, including scheduling, agenda preparation (in consultation with the RAHS President), and document distribution. record and maintain RAHS Council meeting minutes, ensuring they accurately reflect key decisions and governance discussions. confirm meeting procedures and quorum requirements are met. maintain the RAHS Register of Conflicts of Interest, recording Councillor disclosures maintain register on action items from RAHS Council meeting, including progress updates on each item
RAHS Council Elections
<ul style="list-style-type: none"> manage RAHS Council nomination process and ensure it complies with legislative and constitutional requirements provide the Returning Officer with a list of eligible voters for RAHS Council elections support RAHS Election process and report on outcomes to RAHS Council and RAHS members
RAHS Annual General Meeting (AGM) and External Reporting
<ul style="list-style-type: none"> coordinate the AGM process, including notices, agenda preparation, and compilation of reports

<ul style="list-style-type: none"> • work with the RAHS Treasurer, RAHS employees, RAHS auditor and RAHS bookkeeper to ensure compliance with financial reporting obligations • act as the primary contact for regulatory bodies and governance-related stakeholders • oversee annual governance filings and disclosures, ensuring accurate and timely submissions
RAHS Risk Management
<ul style="list-style-type: none"> • ensure RAHS meets insurance requirements • identify and mitigate governance risks, ensuring best practices are followed
RAHS Official Correspondence
<ul style="list-style-type: none"> • informing members of unpaid subscriptions and notifying them if their membership is at risk of lapsing • processing resignations from RAHS members and Councillors. • receiving and managing complaints related to the conduct of members, Fellows, Honorary Fellows, or Medallists, ensuring these are appropriately referred to the RAHS Council. • coordinating RAHS Council responses to key government bodies, including preparing submissions on proposed legislative changes that impact the history and heritage sector

Key Attributes and Expectations

A strong understanding of governance and compliance is essential for the RAHS Company Secretary. This includes knowledge of corporate governance principles, risk management, and reporting requirements for charities and companies limited by guarantee. Familiarity with board procedures, regulatory compliance, and governance best practices ensures that RAHS meets its obligations and operates with transparency and accountability.

The integration of the RAHS General Manager and Company Secretary roles ensures a cohesive approach to governance, compliance, and operational management. This structure provides efficiency, continuity, and strong oversight, allowing the RAHS to maintain high governance standards while effectively managing its day-to-day operations.



Dawn over the Harbour.

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