



Epping and Districts
FINANCIAL SERVICES LTD

Community Bank
Epping



Position Description

Board Administration Officer

Purpose of Board Admin Officer: The Board Administration Officer is employed to assist with the administrative duties of the Chair, Deputy-Chair and Company Secretary as outlined below.

Board Admin:

- Liaise and correspond with Directors
- Maintain/ amend Director details for ASIC and BEN
- Assist with organisation of and catering for AGM and distribute notices

Board Processes:

- Create process documents for Board Chair, Deputy Chair and Company Secretary roles – as part of a handover from current incumbents and induction for new Directors to these roles
- Manage EDFS Strategic Plan updates and contact Directors for input
- Manage new Director induction including Sharepoint set up, demonstration of Bendigo intranet, logins etc
- Implement a Board share drive (Google or Microsoft)
 - Upload all common documents and manage version control
 - Set up company document archive including annual reports and photos
 - Review current Sharepoint drive for use/consolidation

Up to 10 hours per week - \$35.00 per hour

Flexible work options – work from home

For expressions of interest please contact

Board Chair: Robert Phillips on rob1951phillips@gmail.com (mobile 0412 736064) or

Deputy Chair: Craig Gallagher on craigallagher55@gmail.com (mobile 0493 524535)