

Position Number	P0014
Position Title	Lead, Governance & Operations
Reports to	CEO
Number of reporting positions	0
Date of last review	12 February 2026
Date approved	12 February 2026
Approved by	CEO

POSITION DESCRIPTION – Lead, GOVERNANCE & OPERATIONS

PURPOSE STATEMENT

The Lead, Governance & Operations plays a pivotal role in coordinating the effective governance of CAUL, its Board and committees and ensuring the smooth and timely delivery of business activities and events for the CAUL Office.

This key operational role provides comprehensive administrative and governance support across all facets of the professional association. Responsible for ensuring compliance with regulatory and corporate governance requirements, the position manages statutory reporting, maintains accurate association records, and oversees critical filings with bodies such as the ACNC. Working closely with the CEO, the role ensures organisational obligations are met and that up-to-date corporate information and documentation are maintained.

In addition to governance support, the role facilitates the effective functioning of the Board and its committees through the coordination of meetings, preparation of agendas and minutes, and maintenance of key governance documents. It also oversees business administration functions including records management, contract administration, finance support, recruitment coordination, and project and event delivery. This position plays a central role in supporting the operational effectiveness and compliance of the organisation, contributing to its overall success and sustainability.

Travel both interstate and overseas may be required.

KEY ACCOUNTABILITIES

Corporate Governance Management

- Ensure compliance with legal, regulatory, and governance standards
- Keep the CEO informed of relevant legal or compliance changes

- Maintain company registers and documentation
- Manage timely lodgement of statutory obligations such as annual reports, financial statements, and other filings including with ACNC

Board Support and Administration

- Attend all Board meetings, facilitating and preparing agendas, minutes, and resolutions
- Coordinate communication between board members and ensure timely dissemination of information
- Maintain accurate records of board decisions and actions
- Oversee accuracy and relevance of key Board documents including policies in annual calendar
- Perform function of Returning Officer for CAUL Board elections

Finance Risk & Audit Committee (FRAC)

- Attend all FRAC meetings, facilitating and preparing agendas, minutes, and resolutions
- Maintain accurate records of committee decisions and actions
- Identify legal and regulatory risks that may impact the organisation
- Advise the Committee on risk mitigation strategies including cybersecurity controls
- Implement and maintain internal controls and ensure compliance processes are current
- Ensure insurance coverage is up to date and fit for purpose

Business Operations & Administration

- Oversee Records Management Policy, and maintain corporate documentation, confidential agreements and policy registers
- Maintain contracts register and for vendors, suppliers and industry stakeholders
- Coordinate recruitment of Office staff and external Board and Committee Members including advertising and onboarding
- Support financial operations including reporting, budgeting, accounts payable, statement and audit preparation
- Support the banking and accounts payable functions in absence of CEO

Project and Events Management

- Proactively manage administrative projects, including compiling and preparing project documentation, driving plans, monitoring deadlines, mitigating risks, and coordinating processes including programming, registration, proposals, budget, and management of onsite and online logistics
- Initiate, design, schedule and deliver a program of events and experiences for CAUL Council Members and Membership Institution Staff including CAUL Council Meetings and Procurement Exhibition Events
- Foster and maintain strategic relationships with stakeholders and suppliers including accountability for management of contracts, facilities hire and venue management
- Evaluate events outcomes using both qualitative and quantitative mechanisms and provide high level analysis Administer CAUL Awards annually including submissions, timelines and guidelines;

- Provide support to CAUL's engagement strategy through consistent communication and event delivery
- Support to committees including organising meetings, developing agendas and tracking action items
- Effectively administer CAUL's Community of Practices

Perform other duties as required, consistent with the level and nature of the position and in line with the principle of multi-skilling.

SELECTION CRITERIA

Essential

1. Tertiary qualifications in a relevant discipline such as project management, law, business administration or finance.
2. Consistent track record of developing and executing project plans according to strict timelines and delivering exceptional outcomes to clients.
3. Proven experience working with committees and boards with understanding of the role of Company Secretary.
4. Strong financial literacy including interpreting and presenting financial statements, preparing budgets, managing risk and compliance.
5. Strong interpersonal skills especially in areas of relationship building and coordinating groups with excellent written communication skills and demonstrable experience of producing high level reports.
6. High level initiative, judgement, diplomacy and discretion and the ability to prioritise workload and meet deadlines in a fast-paced working environment.
7. Outstanding organisational skills, including attention to detail, time management, the ability to predict needs and being comfortable with managing multiple projects and processes at once.
8. Ability to work productively as part of a distributed virtual team, contribute to positive team culture and reflect the values of CAUL.

Desirable:

1. Hands on experience planning and running large virtual or in person conferences