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## Sydney Eisteddfod – Volunteer Company Secretary

### Join a Legacy of Artistic Excellence

Sydney Eisteddfod, one of the nation's most significant and long-standing performing arts organisations, is seeking an experienced **Volunteer Company Secretary** to support the governance and strategic direction of the organisation.

As Sydney Eisteddfod embarks on an exciting phase of renewal, we are inviting applications for a committed and skilled individual to serve as **Company Secretary**. This is an opportunity to contribute to the effective governance of an organisation that has championed the performing arts in Australia for more than 90 years. The role is voluntary and requires an average commitment of **2–4 hours per week**, with peak periods around key governance milestones.

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### About Sydney Eisteddfod

Sydney Eisteddfod is a **not-for-profit cultural organisation** that has played a crucial role in nurturing talent and fostering excellence in music, dance, drama, and speech performance. Our annual program features over 300 events, attracting thousands of participants and providing invaluable performance opportunities. Sydney Eisteddfod is committed to **developing young Australian artists** and promoting a thriving arts culture.

With an ambitious **Strategic Plan 2025**, the organisation is undergoing a governance and operational renewal, ensuring its continued impact for future generations.

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### The Role

The **Volunteer Company Secretary** is a key governance role, ensuring the organisation meets its compliance obligations and adheres to best practices in corporate governance. This role reports to the **Chair of the Board** and works closely with the Board and management team.

### Key Responsibilities

- Ensure Sydney Eisteddfod complies with statutory obligations under the **Australian Charities and Not-for-Profits Commission (ACNC)** and other relevant regulations.
- **Lead the audit preparation process**, working with management to ensure timely and accurate financial reporting.
- Co-ordinate and prepare agendas, papers, and minutes for Board and Committee meetings.
- Maintain corporate records, including the **Risk Register and Conflicts of Interest Register**.
- Assist in the preparation and lodgement of statutory reports and filings.
- Support the Board in executing its governance responsibilities, including strategic planning and policy development.
- Ensure efficient administration of the Annual General Meeting (AGM) and other general meetings.

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### Who We Are Looking For

We seek a detail-oriented individual with a passion for the arts and strong governance expertise. The ideal candidate will have:

- **Company secretarial experience**, ideally in the **not-for-profit sector**.
  - Knowledge of **corporate governance principles** and the regulatory environment for charities in Australia.
  - **Finance or accounting skills**, with experience assisting in audits or financial reporting highly desirable.
  - Strong organisational and communication skills.
  - The ability to work independently while collaborating effectively with Board members and management.
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### What We Offer

- A meaningful opportunity to support one of Australia's leading cultural institutions.
  - The potential for this role to be framed as a **Board Directorship**, providing deeper engagement in Sydney Eisteddfod's strategic direction.
  - The chance to be part of an inspiring and passionate team that is shaping the future of the performing arts.
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### How to Apply

Expressions of Interest, including a brief cover letter outlining your relevant experience and a CV, should be submitted to **Max Holzner, Chair** at [max.holzner@sydneyeisteddfod.com.au](mailto:max.holzner@sydneyeisteddfod.com.au).

For more information about Sydney Eisteddfod, visit our website: <https://sydneyeisteddfod.com.au>