



# Environmental Defenders Office

## **Executive Assistant to CEO and Board Secretariat - Position Description**

EDO relies on our people to use their skills and experience to provide the best possible support to our clients and other staff. While this job description aims to outline the fundamental reason the role exists, the role may evolve as EDO evolves.

If you see a way to play to your strengths in a way that achieves EDO outcomes, please don't be limited to this list. We have important work to do and need everyone to be operating at their best.

### **Job title: Executive Assistant (EA) and Board Secretariat**

### **Reporting to: Chief Executive Officer (CEO)**

### **Purpose of the position**

The Executive Assistant (EA) & Board Secretary provides a high level of professional administrative support to the Chief Executive Officer (CEO) to ensure excellence in service delivery across the Organisation and to members of the EDO Board.

This position analyses and collates information in order to provide executive support to the CEO. The position will liaise with internal and external stakeholders including Senior Management, Board Members, and members of the public.

The EA ensures the CEO is prepared and informed on relevant matters in a timely manner. This includes researching, preparing, and ensuring responses to telephone calls and correspondence are responded to within specified timeframes and proactively managing the CEO's diary.

In providing this support the position exercises a high degree of communication competence, initiative, discretion, and confidentiality. The EA collaborates with all administrative officers and staff to provide high-level support to the CEO.

### **Key responsibilities & duties**

This role, in addition to providing EA support to the CEO, will provide administrative support to the Chairperson and Board of Directors. The EA will assist the CEO and Chair in respect of all interactions between the Executive and the Board, including the preparation of Board agendas, taking of minutes, preparation of materials for Board meetings, and similar functions for the Board sub-committees as desired. As appropriate and as determined by the CEO, the EA will provide support to members of the Executive Team and to the General Counsel.

### **Executive Assistant to CEO**

- Provide quality and timely administrative support to CEO.
- Proactively manage the Office of the CEO, including but not limited to:
  - maintenance and coordination of an effective calendar and filing system, ensuring the CEO's competing demands are effectively managed.
  - management of CEO's expense documentation, e.g. expense claims, credit card

- receipts.
  - manage and record correspondence, both emails and letters received, received and distributed SharePoint.
- Coordinate and support the CEO's scheduling and ongoing work with the Executive Team, including administrative support as required.
- Assist with planning major organisational events, such as annual conferences.
- Co-ordinate relevant staff responses and/or input into projects, programs, reports, correspondence, and matters.
- Produce high quality reports, summaries or other documentation for the use of the CEO, Board and Executive Team.
- Support the CEO by proactively responding to enquiries from Board Members, stakeholders, staff, and other clients with a high level of discretion, maturity, diplomacy, and judgement, ensuring exceptional customer experience.
- Maintain a high level of awareness of matters coming into and out of the CEO's office to effectively respond to enquiries and exercise sound judgement on the manner of response.
- Prepare agendas and minutes of various internal and external meetings convened or attended by the CEO (or other agreed meetings).
- Organise all travel for the CEO, both interstate and international.
- Provide high level administrative support to Executive Team members, as agreed with the CEO.

### **Board Secretariat**

- Support the CEO by proactively responding to enquiries from Board Members with a high level of discretion, maturity, diplomacy, and judgement, ensuring exceptional experience.
- Oversee the assembly, circulation and notifications of Board and AGM papers, including setting deadlines, communication with the Executive team, Board book build in the Board portal, circulation of AGM notices and any related workshop or strategy documentation.
- Support the CEO in post-Board session communication and implementation, including managing and monitoring the implementation of resolutions and action items as agreed with the CEO.
- Support the CEO and Executive Team members responsible to the Board and Board committees in the preparation for and holding of meetings, including preparing agendas, assembly of papers, taking minutes, and monitoring committee action items.
- Manage communications with the Council members for the AGM and membership renewal, including responsibility for AGM preparation and documentation.
- Organise meetings spaces and travel for all Board members, the First Nations Advisory Committee, and members of the Executive team as relevant for annual in-person meetings and workshops.
- Implement and maintain governance best practice and compliance as pertain to the Board in consultation with the CEO and Director Finance and Operations, including CLC Accreditation, ASIC, ACNC requirements, and training.
- Support the Board, CEO and Executive Team members as required to respond to governance

### **General**

All staff have a responsibility to:

- Develop and maintain a good knowledge of EDO's role and policies.
- Represent EDO in a positive and effective manner by actively demonstrating EDO Values.
- Attend, and contribute actively and constructively at staff meetings.

- Maintain appropriate records, assist with office administration, such as files, computer, and precedent systems.
- Seek opportunities for personal and professional development, particularly related to the team and position's specific areas of responsibility.
- Respond to requests by clients and fellow staff in a knowledgeable, professional, constructive, and respectful manner.
- Provide accurate and timely data and information for reporting, fundraising, and communications purposes.

### **Commitment to EDO's Values:**

#### Commitment

- We are committed to: a united organisation, each other, collaboration, justice, our communities, and to creating a world where nature thrives.
- We are committed to providing excellent legal services and resources, informed by the best available science, in order to empower clients and communities.
- We are committed to improving our planet and society.
- We care for EDO's clients and stakeholders.
- We are fearless in the face of adversity, and care for each other as we face this adversity.

#### Diversity

- We are respectful of and welcome diversity of staff, volunteers, offices, environmental regions, communities, stakeholders.
- We respect First Nations Peoples' knowledge and experience, and work with them to protect their country and culture.
- We acknowledge that the law has not always been just.
- We dedicate ourselves to understanding the diversity of our people and culture.
- We welcome and respect our own differences and learn from them, and collaborate to achieve our greatest potential.
- We are great lawyers and great people, with open hearts and open minds.
- We respect the different places our stakeholders come from and strive to help them, even if their worldviews don't align completely with ours.

#### Integrity

- We work effectively, efficiently, strategically, professionally, and ethically; "justice is in our nature".
- We are truthful with ourselves and others.
- We are nonpartisan and inspire trust in our clients, stakeholders, and government.
- We respect the world's resources and make maximum productive use of the resources entrusted to us.

#### Vision

- We lead change and environmental empowerment using innovation, creativity, and courage.
- We expand the boundaries with creativity and skill, pioneering new legal pathways to a healthier, safer world and inspiring others.
- We are inquisitive, curious, and persistent: exploring new ideas and embracing change.
- We boldly challenge the status quo while providing solutions to our most pressing challenges.