



UNAA Governance and Internal Policy Lead

Role purpose: works closely with the National Secretary to strengthen the governance, performance, and internal policy operations of the National Board.

- Assist the National Secretary in preparing agendas, board and executive papers, meeting minutes, and tracking decisions and actions, and issuing notifications for General Meetings and Annual General Meetings.
- Lead preparation of the governance components of the Annual Report, ACNC WFUNA, and ECOSOC reporting, in collaboration with the National Secretary, National Treasurer, Divisions, and Strategic Communications Lead.
- Maintain registers of Directors, Board decisions, and actions.
- Coordinate projects to review, update, and draft internal policies as required by the National Office and the Board, and monitor implementation of governance and policy frameworks.
- Support the Executive and Board in reviewing performance of the Executive and the Board, and maintaining director knowledge and education.
- Coordinate the five-yearly review of the Constitution and other Board-led governance projects.
- Monitor relevant legislation and governance practice to ensure UNAA Governance remains contemporary and effective.
- Provide governance and administrative support to the UNAA Board, National President, and National Secretary as required.

Selection Criteria:

- Alignment with the role, purpose, and values of UNAA.
- NGO, government and or private sector experience in governance operations, e.g., preparing, reviewing and recording decisions, policies, strategy, reporting, risk and opportunity management, and performance and compliance.
- Demonstrated experience contributing to internal policy, managing change to achieve implementation, and introducing innovative approaches including AI tools.
- Clear vision for the potential of the role in service of UNAA, and in developing personal capability.
- Capacity to work effectively as a member of a national, virtual, volunteer team.