

Volunteer Position: Company Secretary Dadfit Community Ltd

Are you passionate about good governance and making a meaningful impact in the not-for-profit sector?

We are seeking a dedicated and detail-oriented Volunteer Company Secretary to support Dadfit's Board and CEO as we strive to support 15,000 dads and families by 2030.

Dadfit is reshaping Australia's social fabric to "make dadding a team sport", enabling safer, healthier, and more gender equal families and communities. We are a fast-growing charity registered with the Australian Charities and Not-for-profits Commission (ACNC).

As Company Secretary, you will play a key role in ensuring our Board operates effectively and that we meet our governance and compliance obligations. You'll help coordinate board and committee meetings, prepare agendas and minutes, maintain statutory records, and ensure we meet ACNC reporting requirements.

This is a vital advisory and administrative role where you'll work closely with the Board to support decision-making, uphold best practices, and ensure compliance with our constitution and legal obligations. You'll also help manage board member inductions and contribute to strengthening our governance framework.

This volunteer position will involve 4-8 hrs of work per month, and is ideal for someone with a background or interest in governance, legal, compliance, or board administration. Prior experience with not-for-profits or charities is a bonus but not essential, nor do you need to be a lawyer to be successful in this role.

If you're organised, proactive, have good attention to detail, committed to good governance and passionate about making a meaningful impact in the not-for-profit sector, we'd love to hear from you!

Interested applicants please email our CEO Ryan Carters (details below) and we'll be in touch to discuss next steps.

Ryan Carters
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