



CDH Australia - Secretary

Help us change the outcome for babies born with the life-threatening birth condition, Congenital Diaphragmatic Hernia (CDH).

CDH Australia is a national charity supporting families affected by CDH.

Congenital Diaphragmatic Hernia means being born with a hole in the diaphragm. This rare and complicated birth condition has a survival rate of 50%. On average, two families per week will receive a CDH diagnosis for their child which can affect any pregnancy and has no known cause or cure.

We work to improve the lives of those affected by funding research, raising awareness, and helping families navigate their own CDH journey. We facilitate a peer support network, connect families with appropriate services and provide accurate, medically reviewed information about CDH.

Over the past few years, we have funded two research projects which have helped improve the treatment options and outcomes for babies born with CDH. We are currently working on a third research project.

Our charity is led by volunteers located all over Australia, many of whom have been directly affected by CDH. Our volunteers are hands-on and actively involved in the direction and operation of our organisation.

Our volunteers enjoy the flexibility of working from home at times that suit their schedule.

Our organisation is small, but our service offering is large. Our Vision is for no family to face CDH alone.

Can you help?

Learn more ...

[What is Congenital Diaphragmatic Hernia?](#)

[About Us](#)

[Annual Reports and Registrations](#)

Secretary

Position Description

Role title:	Secretary (volunteer)
Suitability:	Someone with a background in administration, management, or accounting.
Time commitment:	1/ On average, up to two hours per week for the Secretary tasks 2/ Schedule and coordinate the monthly online meeting (60-90 minutes/month).
Location:	Remote: volunteer from home. You may be located anywhere in Australia.
Reports to:	President
Role purpose:	<p>The Secretary responsible for scheduling Board meetings, taking minutes, making note of Board decisions and actions, assigning responsibility, and reminding Board members when tasks are due.</p> <p>The Secretary is responsible for managing and maintaining a calendar/schedule of regulatory and compliance deadlines and working alongside the President to ensure all deadlines are met.</p> <p>The Secretary keeps a record of all CDH Australia members and communicates with the Board to ratify new members.</p>
Key areas of responsibility:	<ul style="list-style-type: none"> • Maintains records of the Board and ensures effective management of organisation's records, including regulatory reporting. • Documents minutes of Board meetings and ensures minutes are distributed to members shortly after each meeting.
Tasks:	<ul style="list-style-type: none"> • Maintains compliance with all governing bodies and regulators such as ACNC and ATO requirements as well as state fundraising bodies and compliance. • Maintains a schedule/calendar of regulation and compliance deadlines and informs Board of upcoming commitments so that all documents are submitted on time • Reports newly joined members to the Board for formal consideration and approval. • Assist the President with the Board Meeting agenda • Prepares minutes of Board meetings. • Documents Board decisions and actions • Reminds Board members when tasks are due • Keeps accurate and complete records and saves documents and important correspondence in the Google Drive • Checks email account daily.

Board of Directors

Responsibilities

Purpose:

The purpose of the Board of Directors is to advise, govern, oversee policy and direction, and assist with the leadership and general promotion of CDH Australia so as to support the organisation's vision and mission.

Our vision is for no family to face CDH alone and our mission is to improve the lives of those affected by CDH, support and advocate for families, raise awareness and support research.

Responsibilities:

Board Directors must comply with Australian legislative requirements of a Company Director and the CDH Australia Constitution. Key responsibilities include:

- Organisational leadership and advisement; provide input into the strategic plan and monitor the organisation's progress towards achieving established goals.
- Formulation and oversight of policies and procedures.
- Financial management, including adoption and oversight of the annual budget.
- Regular attendance of board meetings (via Skype) and important related meetings.
- Can commit to contributing their time and skills to further the aims of the organisation.
- Participate fully on-board committees as assigned. This means attend meetings, read the necessary documents ahead of time and be prepared to discuss the issues at hand.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Stay informed about committee matters, prepare themselves well for meetings, and review and comment on minutes and reports.
- Get to know other committee members and build a working relationship that contributes to consensus.
- Help communicate and promote CDH Australia's mission and programs to the community.
- Advocate on behalf of the organisation – Directors must be prepared to promote the views of the organisation in order to secure funding, legislation and other support for the organisation. This requires an informed board member.
- Keep discussions and reports confidential.

Length of term:

One year from appointment at the Annual General Meeting.



How to apply

Please email: hr@cdh.org.au

Please include:

- Cover letter - outlining why you are interested in becoming a volunteer Board Member for a national charity.
- Any relevant work experience, education, or qualifications

Deadline for submissions:

Please contact us by 16th October 2022.

Questions?

Please email: hr@cdh.org.au

Want to know more?

Please visit: <https://cdh.org.au/get-involved/volunteer-with-us/>

Thank you for applying.

We appreciate your offer to help families impacted by Congenital Diaphragmatic Hernia.