



SUGAR INSURANCE FUND BOARD

Position Statement for the Secretary to the Board

The Administrative Secretary shall act as Secretary to the Board and sub committees of the Board.

The Secretary to the Board is responsible for:

- Ensuring that the organisation complies with its relevant statutory and regulatory requirements, Codes of ethics and rules established by the Board.
- Developing the agenda of Board and Board committee meetings in consultation with the Chairperson and the General Manager.
- Responsible and accountable to the Board, for ensuring that the secretarial functions provide adequate support to the Board and Board Committees for all Board-related administrative functions.
- Circulating agendas and any supporting papers in a timely manner.
- Ensuring the presentation of high-quality information to the Board and its committees.
- Checking quorum at meetings.
- Taking minutes of Board meetings and sub committees of the Board.
- Assisting in the proper induction of directors.

The Secretary to the Board should report to the Chairperson on all Board governance matters. This does not preclude the Board Secretary also reporting to the General Manager in relation to his or her other executive management responsibilities. All members, particularly the Chair, have access to the advice and services of the Secretary for the purposes of the Board's affairs and the business.

The Secretary to the Board in consultation with the Chairperson should periodically review whether the Board and the organisation's other governance processes, for example Board and Committee evaluations, are fit for purpose, and consider any improvements or initiatives that could strengthen the governance of the organisation.

Approved by the Board on 1 July 2024

