

Position Description

Position Title:	Executive Assistant
Reporting To:	Chief Executive Officer
Direct Reports:	N/A
SCHADs Level:	4.1
Approved by:	Dawn McAleenan
Reviewed date:	5 October 2026

1. PURPOSE OF THE JOB

This role works closely with and reports directly to the Chief Executive Officer (CEO), providing day-to-day support to help them lead the organisation effectively. It goes beyond administration, focusing on making sure the CEO, Board, and leadership team have the right information, structure, and support to make good decisions and keep the organisation running well.

The Executive Assistant plays a key role in coordinating Board and committee processes, keeping important organisational frameworks up to date, and ensuring we meet our regulatory and compliance requirements. Just as importantly, the role supports the CEO in staying across priorities, preparing key information, and managing the flow of work across the organisation.

The incumbent will build strong relationships, use sound judgement, and be comfortable working alongside the CEO, Board, and senior leaders. A strong understanding of the NDIS and disability sector is required, so to understand the importance of delivering safe, high-quality supports that lead to positive outcomes for our participants, and what this looks like.

As a trusted support to the CEO, this role helps create clarity, consistency, and connection across the organisation. It brings people and information together, helps things run smoothly, and supports leaders to focus on what matters most delivering safe, high-quality support.

2. OUR PURPOSE

Crosslinks Inc is a disability support service provider offering individuals with disability the support to access their community by embracing the vision statement of *'everyone should have a reason to smile'*.

3. OUR GUIDING PRINCIPLES



4. KEY TASKS AND MEASURES OF PERFORMANCE

The following tasks represent the primary accountabilities of the role. Performance will be assessed against the tasks listed, and through the organisation's regular performance review process.

KEY ACCOUNTABILITIES	INDICATIVE TASKS / MEASURE OF SUCCESS
Board and Committee Administration/Support	- Coordinating annual Board and committee calendars, all communicated in a timely manner - Preparing and distributing Board and committee agendas and papers, consulting with the Chair, CEO and relevant stakeholders - Maintaining Board and committee minutes, resolutions and action registers - Managing Board portal and governance documentation - Supporting director induction and onboarding activities
Governance and Compliance Coordination	- Maintaining governance policies, registers and reviewing schedules - Supporting organisational compliance and governance reporting obligations - Maintaining governance records, declarations and Board registers - Coordinating governance reviews and Board evaluation activities
Chair and Director Support	- Providing governance and administrative support to the Chair and Directors - Coordinating communications between the Chair, CEO and Directors - Supporting director development and governance education initiatives - Coordinating Annual General Meeting (AGM) preparations and related documentation
Committee Administration and Coordination	- Coordinating committee workplans, meeting schedules and forwarding agendas - Preparing and distributing committee papers and documentation - Monitoring committee actions and recommendations - Maintaining committee membership and governance records - Coordinating annual strategic planning cycle
Values and Culture	- Undertaking responsibilities in accordance with Crosslinks Policy and procedure. - Promoting organisational values through governance and stakeholder interactions.

5. SELECTION CRITERIA

ESSENTIAL	Governance Administration Experience: Demonstrated experience in a governance, company secretarial or Board support role. Candidates must be capable of operating with independence and professional judgement. This is not an entry-level or purely administrative position. Minute-Taking & Written Communication: Excellent minute-taking skills and strong written communication. Able to produce accurate, clear and professionally presented Board and committee documentation. Confidentiality and Judgement: High degree of integrity and discretion. Sound professional judgement when handling sensitive matters involving directors, executives, and stakeholders. Non-for-Profit (NFP) Governance Knowledge: Sound understanding of NFP governance principles, Board accountability, and the legal and ethical obligations of directors. Able to recognize governance issues and respond appropriately. Organisation and Prioritization: Exceptional organisational skills and attention to detail. Able to manage competing demands, particularly around Board cycles, without compromising quality. Stakeholder Management: Confident and professional whilst working with directors, executives and external stakeholders. Able to build trust and credibility at Board level. Technology: Proficient in Microsoft Office 365 (Word, Excel, Outlook, Teams, SharePoint) and experienced with board portal software (e.g. BoardPro, Diligent, or similar).
DESIRABLE	ACNC Governance Standards: Knowledge of ACNC governance standards and reporting obligations for registered charities. NDIS Environment: Strong understanding of the NDIS environment, including the obligations of registered NDIS providers and the regulatory context in which the organisation operates.

	Disability Safeguarding: Familiarity with disability safeguarding principles, including reportable incidents, worker screening obligations and the rights of people with disability. Risk & Compliance Frameworks: Experience working within or supporting risk and compliance frameworks, particularly in a regulated NFP, health or disability context. Committee Support Experience: Demonstrated experience providing secretariat support to committees, including managing workplans, papers and action registers across multiple committees. Governance Qualifications: Formal qualifications or professional membership in governance (e.g. Governance Institute of Australia, Chartered Secretaries Australia).
COMPLIANCE REQUIREMENTS	• NDIS Worker Screening Clearance • Valid Western Australian Drivers License • National Police Clearance (issued within six months) • Valid Australian Working Rights