

# **Governance**

## **Support Specialists**



We provide tailored governance and HR support for leaders of for-purpose organisations who value their time and choose trusted governance and HR support to strengthen their impact.



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# Our Difference, Your Benefits

Our **mission** is to help NFPs, community-controlled organisations and Australian associations strengthen their impact through tailored governance solutions that go beyond compliance – strengthening clarity, accountability, and strategic foresight across your organisation’s decision-making.

Our **vision** is to continue to provide fit-for-purpose governance expertise, HR frameworks and admin support that contributes to your organisation’s long-term sustainability and resilience.



## **100% Australia-based team**

Our onshore team is fully vetted and well-versed in local governance and HR compliance, so you can move forward with confidence, knowing your governance and HR foundations are strong.



## **Diverse skillset and continuous service delivery**

At Governance Support Specialists, we work alongside you as a strategic partner to deliver your organisation’s objectives.

Our unwavering commitment to integrity and thoughtful approach will support you and your team so that they can do what they do best.



## **Flexible, scalable and personalised solutions**

At Governance Support Specialists, we understand that every organisation is different – and so are your requirements. This is why our governance support is designed to ensure a customised, seamless experience that offers convenience, from start to finish.



- ✓ What sets us apart is our specialisation in corporate governance, HR, and executive support tailored specifically for NFPs, community-controlled organisations and small to medium-sized Australian associations.
- ✓ We're here to purpose-driven organisations, aligning our services with your mission, values and strategy to support meaningful, long-term impact.
- ✓ We provide not only compliance support but also strategic guidance to help your organisation thrive and grow.
- ✓ GSS demonstrates strong professional standing through its established track record, experienced leadership and a reputation for delivering high-quality outcomes for complex clients.
- ✓ We prioritise building strong, lasting relationships where your strategic objectives are at the heart of everything we do.

# Services we offer

## Board and Governance Support

### Company Secretarial and Board Support

We can act as your Company Secretary, or work alongside your existing Company Secretary to manage delegated responsibilities, ensuring your organisation is governed in accordance with best practice.

Our company secretarial services are tailored to meet your needs and budget, reducing the administrative burden and overall cost to your organisation.

Our services include:

- Acting as the named **Company Secretary**, ensuring trusted governance support for NFP entities and Aboriginal corporations.
- Efficient **management and documentation** of board, committee, and member meetings, including precise minute-taking.
- Supporting your organisation to meet **regulatory obligations** with confidence, including ASIC, ORIC and ACNC requirements.
- Maintaining accurate and up-to-date **minutes** and statutory registers, safeguarding the integrity of corporate records.
- Providing **tailored corporate governance** advice and assistance, including developing charters, policies, and governance frameworks.

✓ Maintaining Records

✓ Developing  
governance tools

✓ General Governance  
Support

✓ Managing Reporting  
Obligations

✓ Managing Meetings

✓ Managing AGM  
process

✓ Managing  
Correspondence

# Human Resources Support

## Human Resources Business Partner Support (HRBP)

Our HRBP services are designed to act as a trusted extension of your organisation, aligning people, culture, and strategy to help you achieve your goals.

Whether you need comprehensive HR support or assistance with specific projects, our service is scalable and tailored to your needs and budget. We can be engaged as a HR Business Partner to provide **strategic advice** on all workforce and culture matters.

Our services include:

- **Policy and procedure development** – aligned with legislation and best practice.
- **Employee relations support** – performance, workplace matters and formal processes.
- **Recruitment and onboarding** – end-to-end hiring and onboarding support.
- **Workforce planning/organisational design** – structures aligned to strategy and goals
- **Compliance support** – record keeping, contracts, awards and Fair Work obligations.
- **Culture and engagement initiatives** – leadership, engagement and change initiatives.
- **HR reporting and analytics** – insights and data to inform better decisions

## Other Business Support

### Executive Assistance/Business Development Support

Every organisation is different, your admin support should reflect that.

Our services include:

- Executive support – meeting prep, travel coordination, task management, and workflow prioritisation.
- Email, calendar and CRM management – streamlining your communications, coordinating appointments, and ensuring your client relationship management systems remain up-to-date.
- Newsletters – drafting, editing, and distributing newsletters to keep your stakeholders informed.
- Website edits – supporting basic content updates to your organisation's website.
- Grant writing – assisting with preparing, drafting and coordinating grant applications.

# How we work

We make the process **simple** and **clear**, so you can stay focussed on your mission.

We understand that every organisation is different – and so are their requirements. This is why our process is designed to ensure a customised, seamless experience that offers convenience, from start to finish.



## Here's how we work at Governance Support Specialists:



### Step 1: Initial Consultation

We start by listening, so we can understand your business and unique needs.



### Step 2: Tailored Solution

We craft a custom solution and provide an individualised quote.



### Step 3: Agreement & Onboarding

We provide the proposal agreement documents you need for approval.



### Step 4: Organisational Setup

We integrate with your existing systems and begin as soon as possible.



### Step 5: Dedicated Support Team

All done! You now have a skilled team to support your ongoing operations.

## People we love working with:



# Client Spotlight



**Lisa Renato, CEO**  
Lifeline Loddon Mallee



As the CEO of a large For-Purpose organisation, I often have to be a jack of all trades. It became increasingly more work to participate in the Board meetings and take accurate minutes. That is when GSS started supporting Lifeline Loddon Mallee with minute-taking for our Board meetings. It became obvious that Jacqui and the team were very capable and had a wealth of experience that I could tap in to.

When I had to implement a robust grants plan for our organisation which required identifying, researching, and applying for grants to meet our needs, it was obvious who should do the work I simply did not have time to do. So the team from GSS worked closely to implement the annual grants plan. Holly developed the Lifeline Loddon Mallee 'tone of voice' and quickly conveyed our story in the applications. And I am happy to report that several were successful.

As the organisation has grown my role as the CEO has grown with it, I now engage Leah to assist me on an ongoing basis with Executive Support. The team at GSS works on a variety of tasks such as board meeting and subcommittee documents, writing and designing our annual report, policies, procedures, employee contracts and job descriptions, work plans, designing assets such as our strategic plan and training proposals, bookkeeping and much more.

***Engaging the GSS Team suits my needs as a busy CEO of a For-Purpose organisation. I couldn't afford to hire someone as a part-time or full-time employee who has their combined governance, HR and content writing experience.***

If you are time poor and need support, I wouldn't hesitate to recommend GSS for your organisation.

**Kathy Campbell, Chair**  
InGeNA



As a newly incorporated Not for Profit, InGeNA was looking for general administration, bookkeeping and Board support. To some extent we didn't know exactly what we needed and GSS helped us develop our understanding as we went.

The GSS team also managed the recruitment of our CEO which went very well.

We could not have got up and running so quickly and effectively without the responsiveness and flexibility of GSS.



***GSS provides a cost effective, professional, tailored, responsive, flexible, and friendly service to support the operational aspects of Not for Profits.***

GSS worked with us in a collegiate and partnering manner, looking out for our organisation's best interests and making suggestions to help improve the way we did things. They developed good relationships with us and quickly came up to speed with our organisation.

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Take the first step,  
by getting in touch with us today.



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