



June Lee
Research Assistant



Short Profile

June joins Board Matters team in 2017 as a Research Assistant. She assists a team of experienced consultants on a various range of governance services such as board performance evaluations, governance and constitution reviews, workshops, and strategic facilitations etc. One of her proudest achievements is formulating some new tools to assess board performance over a 2 to 3 years periods.

Being an aspiring and fresh governance practitioner, June has explored governance and compliance knowledge since 2014. She completed the Graduate Diploma of Applied Corporate Governance from the Governance Institution of Australia in 2017, with a DUX Award in financial accounting. She holds a Bachelor of Business majoring in Event Management from Griffith University.

With her fond memories in Girl Guides and other teenager leadership groups, June happily accepts the appointment of Volunteer Company Secretary role with Girl Guides Queensland from early 2019. She also has an active role in supporting the Finance, Audit and Risk Committee. She continues growing her governance knowledge and experience in a more practical way.

Prior to her role in Board Matters, June has worked in Brisbane and Hong Kong as an event organiser and administrative assistant in both private and public sectors. She has strong time management and organisational skills, with creative capacities. With her Hong Kong Chinese heritage, she is confident communicating in English, Cantonese and Mandarin.

Qualifications

Affiliated Member,
Governance Institute
of Australia

**Graduate Diploma of
Applied Corporate
Governance,**
Governance Institute
of Australia, 2018

**Bachelor of Business
(Event Management),**
Griffith University, 2011

Current Position and other Appointment and Membership

- Research Assistant of Board Matters Pty Ltd, from 2017
- Volunteer Company Secretary, Girl Guides Queensland, from 2019
- Affiliated Member, Governance Institute of Australia.

Relevant Experience

Her role as a Research Assistant supports the team of experienced governance, legal and strategy consultants in these following areas:

- Prepare draft surveys and interview questions for board evaluations;
- Draft reports, discussion papers and presentations;
- Organise governance training materials;
- Summarise client's governance architecture and organisational structure through reviewing governance documents review and online information;
- Conduct benchmarking research for in-depth governance reviews;
- Research the latest governance and legal updates; and
- Offer general administration duties when required.