

# POSITION DESCRIPTION

**Position Title:** Committee of Management - Secretary

**Responsible to:** Members and the Committee of Management (COM)

**Salary:** Volunteer Position (Elected)

**Hours:** The hours of work are flexible and across week day, night or weekend hours. The role involves extensive after hours and weekend commitments to effectively engage with internal and external stakeholders.

**Duration:** Elected for a period of 2 Years (24 months) at AGM

## Purpose of the Position

The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Committee of Management. In summary, the Secretary is responsible for: ensuring meetings are effectively organised and minuted. Maintaining effective records and administration. Receiving, responding to and sending correspondence on behalf of the organisation.

## Responsibilities & Duties

<b>Responsibilities</b>	<b>Duties</b>	<b>Key Performance Indicators</b>
<b>Governance/Financial</b>	<p>Ensure the Rules of Association are adhered to.</p> <p>Lodge an annual statement within a month after the annual general meeting</p> <p>Deal with requests to restrict access to information in the organisation's register of members</p> <p>Act as a signatory for the Association in all legal and financial purposes.</p> <p>Act as a member of the Financial Sub Committee</p> <p>Make sure all correspondence and official records of the organisation are up to date, accurate and in order (other than financial).</p> <p>Know the rules of the organisation and take responsibility for the legal requirements associated with incorporation.</p>	

<b>Meeting Management</b>	<p>Assist the President in the coordination of Committee of Management Meetings.</p> <p>Assist the President with the development of meetings agendas.</p> <p>Ensure the minutes of the meetings are taken.</p> <p>Distribute the meeting papers to COM Members.</p>	
<b>Engagement and Consultation</b>	<p>Represent the organisation at all levels of the community when requested.</p> <p>Work with COM to develop a positive organisational culture.</p> <p>Assist in the development of partnerships with other boards and organisations that are relevant to the goals of the committee</p>	
<b>Leadership</b>	<p>Provide strong leadership to the COM and organisation.</p>	
<b>Other</b>	<p>OHS Responsibilities:</p> <ul style="list-style-type: none"> <li>• takes reasonable care for own health and safety and that of others</li> <li>• holds others accountable for their health and safety responsibilities</li> </ul> <p>Develop a Work Plan and undertake regular reporting to COM.</p>	

### Desirable Attributes

The Secretary should:

- always have the needs of the members in mind;
- be able to develop good relationships internally and externally;
- be forward thinking and committed to meeting the overall goals of the organisation;
- have a good working knowledge of the committee constitution, rules and duties of office bearers;
- be able to work collaboratively with other committee members;
- undertake the role with tact, diplomacy, sensitivity with strength and clarity of purpose.

### Personal Qualities & Behavioural Traits

- Leadership skills

You must be able lead others build effective working relationships.

- Communication skills

You will need to communicate with the Committee, external specialists, and a diverse range of stakeholders.

- Analytical skills

You will be providing reports and will need to understand and interpret data so that you can make informed decisions.

### **Relationships**

Details of relationships relevant to this role

- COM President and Vice President will work closely with this position.
- You will work alongside other COM members to achieve your Key Performance Indicator (KPI) outcomes. You will be required to sign and abide by the organisational Code of Conduct

