



Position Description

Secretary

Executive Committee Position

Key Responsibilities

To keep records of the business of the Association, including rules, register of members, minutes of all General and Committee meetings and a file for correspondence and decision-making

Specific Duties

- Take minutes at Committee / Executive meetings and maintain a rolling action list
- Maintain organisation records, especially those related to rules, policies, correspondence and decision-making processes
- Support the membership officer to maintain a register of members
- Support the President to develop and document Skipping Australia's policies, Strategic Plan, annual program.

Desirable Attributes

- be highly organised with strong administration, record keeping and computer literacy skills
- able to attend Committee / Executive meetings and record minutes
- working knowledge of the constitution, rules and duties of all office holders and sub-committees
- have strong written communication skills
- strong personal motivation to continuously improve the Association's functions

Key Goals 2024 - 2025

1. Highly functioning Committee / Executive team
2. Accurate and timely minutes recorded for all meetings
3. Up-to-date register of members
4. Coordinate review of all Skipping Australia policies
5. Publish new strategic plan and annual program for Committee