

TASMANIAN TRAIL ASSOCIATION INC.
VOLUNTEER ROLE STATEMENT

TITLE: Secretary

FUNCTION:

The Secretary is responsible for the documentation and communication of all The Association's activities.

PRIMARY TASKS:

1. Ensuring meetings are effectively organised and minuted
 - Liaising with the Chair and/or Executive Officer to plan meetings
 - Receiving agenda items from committee members
 - Circulating agendas and reports
 - Taking minutes
 - Circulating approved minutes
 - Checking that agreed actions are carried out.
2. Maintaining effective records and administration
 - Keeping up-to-date contact details (i.e. names, addresses, email addresses and telephone numbers) of members of the management committee and (where relevant) ordinary members of the organisation.
 - Filing minutes and reports
 - Compiling lists of names, addresses and contact details that are useful to the organisation
 - Keeping a record of the Association's activities
3. Upholding legal requirements
 - Acting as the organisation's Public Officer and ensuring legal requirements are met (unless the committee has appointed a Public Officer)
 - Checking quorum is present at meetings
 - Ensuring elections are in line with stipulated procedures
 - Ensuring organisation's activities are in line with its objects
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4. Communication and correspondence
 - Referring correspondence to relevant Officers and responding following receipt of advice
 - filing all correspondence received and copies of replies sent
 - keeping a record of any of the organisation's publications (e.g. leaflets or newsletters)
 - Reporting the activities of the organisation and future programmes to members, the press and the public (unless there is an Information or Publicity Officer).
 - Recording the organisation's activities for the year, for the Annual General Meeting.

KNOWLEDGE, SKILLS AND SELECTION CRITERIA:

1. Experience in an administrative capacity with strong organisational skills
2. Strong verbal and written communication skills, along with a demonstrated ability to confidently communicate at all levels.
3. Advanced Microsoft office skills (Word and Excel)

Desirable

1. A working knowledge of the Adobe Suite (Photoshop, Illustrator and Indesign)

ESSENTIAL QUALIFICATIONS:

Current driving licence

DESIRABLE QUALIFICATIONS:

Degree or diploma in a related discipline

VOLUNTEER CONTRIBUTION:

- 1) Contributing to the management of the Tasmanian Trail.
 - 2) Supporting the day to day administration of the Association so that its components are completed on time.
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DIRECTION/SUPERVISION RECEIVED:

The volunteer will receive support and direction from the Executive Officer. A high level of independence and initiative will be valued. The volunteer will operate in an environment in which policies and legislation apply.

WORK ENVIRONMENT:

This voluntary role is approximately one day per week on a spasmodic basis. Some intrastate travel will be needed therefore a car license is essential. Allowances will be in accordance with the Association's policy "Reimbursement of Costs to Volunteers".

The Tasmanian Trail is a long distance multi-use recreational trail. The Tasmanian Trail Association committee comprises representatives of user groups, landowners and community groups. The occupant will work to this committee through the Executive Officer providing the services detailed in the 'Primary Tasks'.

OCCUPATIONAL HEALTH AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY

The Tasmanian Trail Association Inc. is committed to high standards of performance in respect to occupational health and safety and equal opportunity. All officers, members and employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

To apply for this role, please forward a cover letter addressing the Selection Criteria, a current resume and a minimum of two (2) professional referee contacts addressed to the Vice President, Tasmanian Trail Association Inc., 412 Pass Road, Cambridge 7170

Approved _____ Date _____
President