

Agency Logo Here

**VOLUNTEER
JOB
DESCRIPTION**
*Secretary for the
board of
Management*

ABOUT BEING ON THE BOARD @ (insert your agency name)

Board members are trained non-professional volunteers who provide opinions, advice and collective strategic direction for the benefit of our members and key stakeholders. This is a working board where individuals may hold a portfolio such as marketing or membership representative.

Board members are elected by the (insert agency name) membership and may only serve in an executive role for a maximum of 3 before standing down in accordance with the organisations constitution.

Being a board member is one of the most useful and challenging ways to help our community and comes with many rewards. Many board members use their skills to keep the organisation relevant and meaningful in the services it provides and the people it engages with.

VOLUNTEER POSITIONS

- Secretary
- Administrative support

VOLUNTEER PROFILE

Our ideal Secretary:

- Is self-motivated, able to work independently and show initiative
- Is prepared to coordinate and manage the distribution and in put to the monthly agenda
- Is willing to record the minutes at each monthly meeting
- Is willing ensure the distribution of minutes and communications are maintained in accordance with constitution and any legal requirements

TRAINING

- 2 hr induction – roles and responsibilities.
- Attendance at (insert agency name) professional development sessions
- 2 hr Handover from previous with 3 month contact access to assist.

A TYPICAL Month

- Email previous meetings minutes and ask for agenda items for next month.
- Relay any administrative issues to the board
- Maintain timelines and record minutes at meetings
- Check in with admin staff
- Complete & distribute minutes
- Organise AGM with day staff.

TIME COMMITMENT

- On one 2 hr meeting and 2 hr follow up per month (meeting, letter writing, minutes (rotational))
 - Attendance at least 60% of all board meetings.
 - Professional development sessions include an opportunity for group peer supervision with other counsellors
- Many (insert agency name) volunteers find the regularity and structure of the counselling role suits their lifestyle and availability*

SKILLS YOU WILL AQUIRE

- Learn basic skills in governance and board management.
- Gain practice in collaborative group work, grant writing and improve your interpersonal and communication skills
- Learn about ethics, confidentiality ,risk management and strategic planning
- Gain a better understanding of the community and their needs
- Build your confidence and problem solving abilities

Many (insert agency name board members find the skills they acquire in training and volunteering with (insert agency name can be applied in other areas of their lives, including at home and work