

## **Position Title: Secretary**

**Organisation:** KooyongKoot Alliance

**Position Type:** Volunteer

**Reports to:** Chairperson / Executive Committee

**Location:** KooyongKoot catchment area (hybrid/remote and in-person as required)



---

### **Position Overview:**

The Secretary plays a key role in supporting the operations and governance of the KooyongKoot Alliance. This role ensures effective communication, accurate record-keeping, and administrative support for the smooth functioning of the organisation and its meetings. The Secretary must perform any duty or function required of an incorporated association. The Secretary works closely with the Chairperson and committee members to uphold the Alliance's mission to protect and enhance the health of the KooyongKoot catchment.

---

### **Key Responsibilities:**

- **Meeting Coordination:**
  - Schedule, organise, and issue notices for committee meetings and the Annual General Meeting (AGM)
  - Prepare and distribute meeting agendas in consultation with the Chair
  - Attend and record accurate minutes of meetings
  - Ensure minutes are approved, stored, and accessible to members
- **Record Keeping & Documentation:**
  - Maintain official records, including the constitution, policies, and membership register
  - Manage correspondence and file documentation
  - Ensure compliance with relevant regulatory and reporting requirements (e.g., Consumer Affairs Victoria for incorporated associations. The Alliance is registered in the secretary's name)
- **Communications:**
  - Act as a key point of contact for the Alliance's internal and external communications
  - Support clear, timely communication with members and stakeholders electronically and via the Alliance web page.
- **Governance & Support:**
  - Support the committee with governance and procedural matters
  - Assist in the planning and execution of key events and initiatives as needed

---

### **Key Skills & Attributes:**

- Strong organisational and time management skills
- Clear written and verbal communication
- Capacity to manage files electronically
- Attention to detail and accuracy
- Familiarity with minute-taking and document management
- Ability to work collaboratively with a diverse team
- Understanding of not-for-profit governance (or willingness to learn)

---

### **Time Commitment:**

Four to six hours per week. This time is spread over several days.

---

### **Benefits of the Role:**

- Play a vital role in a local environmental alliance
  - Build governance and leadership experience
  - Collaborate with passionate individuals and community groups
  - Make a tangible impact on the local environment and community wellbeing
-