

Position Description for CoM Secretary

Position

Secretary

Relationships

Accountable to:

- Chair
- Members
- Stakeholders,

Direct Reports:

- Committee of Management.

Key External Relationships:

- VMIAC Members
- Australian Charities and Not for Profits Commission (ACNC)
- Consumer Affairs Victoria (CA).

Objectives

The role of the Secretary of an incorporated association in Victoria has responsibilities under the AIR Act (Associations Incorporation Reform Act 2012, for ensuring that forms and documents are submitted to CAV and acting as the primary contact person for the organisation. The Secretary is also responsible for conducting the administrative functions as outlined below, ensuring that the organisation is fulfilling its obligations under the Act.

Responsibilities

Specifically, the Secretary will:

Governance

- with the support of the appropriate sub-Committee, ensure the preparation and adoption of appropriate board policies.

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Meetings

- with the Chair & CEO, prepare agendas in advance and oversee the distribution of all CoM papers prior to the Committee meeting
- ensure that minutes are taken at all Committee meetings and then circulated to Committee members
- ensure that minutes are taken at each General meeting and then circulated to members of the organisation.

Administration & Management

- serve on the Executive Committee between CoM meetings
- serve on sub-Committees and attend meetings
- oversee the procedures for admission of new members and resignation of members
- oversee the maintenance of a register of members



- oversee the procedures for the discipline suspension and expulsion of members
- oversee the organisation of General meetings
- receive nominations for positions on the CoM
- keep under their control, all books, documents, and securities and make them available to members as requested.
- liaise with relevant regulators (Consumer Affairs Victoria/ACNC) to lodge required documents and reports within the timeframes specified
- keep the common seal of the association
- give to the Registrar notice of his or her appointment within 14 days after the appointment
- notify changes to the organisation as outlined and required by Consumer Affairs Victoria (CAV) and Australian Charities and Not for Profits Commission (ACNC) within required timeframe.

Committee Member

- In addition, perform all the duties and responsibilities as outlined in the position description of a Committee Member

Skills & Experience Required

The skills required to be the Secretary of VMIAC include:

- lived experience of emotional or mental distress
- understanding of VMIAC's strategic directions and vision
- background in non-profit organisations and an understanding how such an organisation functions as an association, and
- excellent communication skills, both verbal and written.

Election & Term

Elected at the Annual General Meeting for a term of two (2) years.