

Secretary - Position Description



Job title: L2R – Secretary (Board)

Reporting to: Chair of the Board

Remuneration: Nil (volunteer role)

Date prepared: September 2020

Purpose of the position

To primarily be responsible for the documentation and communication of all Board activities, and demonstrate proven experience in an administrative capacity with strong organisational and communication skills.

To contribute successfully and ethically to the organisation's strategy, governance and associated activities, as a not for profit organisation. Cooperatively work with fellow Board members and contribute to the decision-making process and support decisions made as a collective group.

To complete additional ad-hoc tasks as required by the Board to ensure agreed outcomes for the organisation are met. Be a hands-on volunteer and assist with a range of needs and activities, demonstrating a duty of care, loyalty and obedience to L2R and its values.

To commit to and attend the six weekly Board meetings held on a weeknight at our office located at the Footscray Community Arts Centre.

Estimated 2 – 4 hours per month time commitment for meetings and communications plus additional voluntary capacity for events and activities.

Main Responsibilities:

- Record and circulate accurate minutes of meeting.
- Receive and distribute Board correspondence to the Board.
- Report annually to Government oversight bodies.
- Maintain a calendar of upcoming events that relate to the Board.
- Maintain Board Registry
- Active contributor to the organisational planning and decision-making process.
- Exercise reasonable care when required to make a decision on behalf of the organisation.
- Facilitate proper information flow to the Board for consideration.

- Liaise with and work professionally with all other Board members and extended L2R members.
- Act in the best interests of the organisation and avoid conflicts of interest or the appearance of conflicts.
- Be faithful to L2R's mission and not act in a way that is inconsistent with the organisation's goals.
- Be trusted to manage any donated funds for the purpose they were provided, and help fulfil the organisation's mission and serve the specific community interest well.

Selection Criteria

Essential Criteria:

- Current Working with Children Check is mandatory.
- A passion for dance, community development and working with young people.
- Experience working in the not-for-profits arts or community sector.
- Organisational management and administration skills and experience in a not-for-profit environment.
- Strong communication skills, and experience in working at a senior level in NFP.
- Good interpersonal skills and a capacity to positively interact with people from diverse cultural community and professional backgrounds, including government representatives and people from diverse socio-economic and cultural backgrounds, parents, carers and families.

Desirable Criteria:

- Knowledge of corporate governance, ethics and social responsibility.
- Formal qualification in community services, performing arts and/or management.
- A strong connection to Melbourne's western suburbs and the local community.
- Experience in fundraising in the not-for-profit sector.

As the L2R Secretary of the Board, I agree to the above Position Description and Terms.

Name and Signature: _____ **Date** __/__/__

L2R CEO or nominated person's signature: _____ **Date** __/__/__

Performance review period: annually