

Secretary

Desirable Skills

- Understanding of business management and corporate governance
- Good organisational and communication skills
- Working knowledge of business-related computer programs including for example Word, Excel and the like

Responsibilities

In conjunction with the President, prepare Committee Agendas and maintain a record of monthly meetings recording matters discussed, decisions made and actions required

- Monitor all incoming correspondence and coordinate appropriate responses for, and on behalf of the Committee
- Maintain a record of all internal and external correspondence
- Undertake the duties set out in the Constitution regarding Annual General and Special General meetings
- In conjunction with the President and Treasurer, ensure compliance with all requirements of the Department of Fair Trading for provision of the Annual Financial Return
- Ensure the currency of the Constitution and liaise with the Committee on any necessary revisions
- In conjunction with the Committee, develop and update as required operational strategies and all necessary corporate policies and procedures
- Work with the Committee to understand operational risks and develop mitigation strategies
- Maintain on behalf of the organisation, the Document Register ensuring version control over important policies, forms and documents.