

<b>Form No:</b>	<b>IMS-PD-002</b>	<b>Version no:</b>	<b>V20130310</b>
<b>First Issue Date:</b>	<b>19 February 2012</b>	<b>Authorised by:</b>	<b>Director Communication &amp; Marketing</b>

### ATHRA BOARD MEMBER –SECRETARY (COMMUNICATION)

**STATUS:** This position holds a place on the

**EXECUTIVE COMMITTEE/BOARD MEMBER**

**TERM:** The terms of this position are as follows:

Time Frame:	Must be available for period of tenure (indicatively 2 years)
Resources:	Out of pocket expenses - Phone travel consumables (approved by the committee)
Recognition & Reward:	Reduced fees, suitable gift on completion of this term (approved by the committee) Honorarium as approved

#### OBJECTIVES OF THE POSITION:

Maintain the Association's records in a professional, orderly and up-to-date manner.

Implement all administration and management tasks required by the Association and its committees effectively and efficiently.

Ensure the Association's meetings are organised, conducted and recorded according to legal requirements.

Ensure that all committee members are aware of all incoming and outgoing correspondence and source any information required to assist the committee in the decision-making process.

Assist the implementation and communication of the Association's policies and procedures.

#### KEY OBJECTIVE FOR THIS POSITION

**To support the executive committee/board in maintaining high standards of record keeping, administration and internal and external communication.**

#### FUNCTION OF THE POSITION:

Ensure the Association meets all the incorporation legal requirements and assist in the management and delivery of meeting procedures.

Maintain and manage the records of the Association

Operate within and promote the policies and procedures of the Association.

**INTERACTION:** The position will be expected to interact with these committee/individual positions:

Regional Managers	Members/stakeholders	General public
Executive Committee and Board	External parties (sponsors, media)	Corporate partners
Groups and Sub-committees	Government agencies	Staff

OUTCOMES /PERFORMANCE MEASURES	
OUTCOME	KPI ( HOW WE WILL MEASURE SUCCESS)
The Association's legal/administration requirements are met	All information required is submitted and received by the Association is completed and up to date. All incorporation requirements are in order and up to date.
Effective management and administration provided	All specific actions stipulated on the position task sheets are completed within the timeframes and to the standard required.
Highly maintained records presented that are current and easily accessible	Minutes of meetings are completed and actioned, accurately, distributed and stored appropriately. All committee members are satisfied with the standard and access of and to the Association's records. All meetings administration and records are organised in a professional manner. All Association records are stored in a manner suitable for external audit.
Improved Communication	Relevant information is received from, and reaches, the relevant committee, members, group &/or individual.

<b>VISION</b>	Improve and develop ATHRA and secure its future.
<b>VALUES</b>	Develop ATHRA in order to promote our members, volunteers and spectators whilst delivering their needs.
<b>GOAL</b>	Develop ATHRA to meet its aims, goals and objectives.

**TRAINING REQUIREMENTS FOR THIS POSITION:** The holder of this position requires training in these areas in order to promote success:

Training as determined by the Board.  
Organisation, data collection, processes and file management

POLICIES & PROCEDURES REQUIRED TO UNDERTAKE THIS POSITION			
POLICY &/OR PROCEDURE	Y/N	POLICY &/OR PROCEDURE	Y/N
Volunteers' Code Of Conduct	Y	Support	Y
Volunteer training	Y	Computer literacy	Y
Volunteer management	Y	Children and young people	Y
Risk management	Y	Child protection	Y
Equal opportunity	Y	Substance and alcohol abuse	Y
Harassment	Y	Discrimination	Y
Grievance procedures	Y	Incorporation requirements	Y
Recruitment selection and placement	Y	Code of Conduct – technical personnel	Y
Disciplinary action	Y	Code of Conduct – compliance by all	Y

**REVIEW OF POSITION DESCRIPTION:**

This position description will be reviewed

DATE            /            /            BY    **Entire Board**

Was conducted in consultation with the person/s holding this position

**REVIEW OF POSITION PERFORMANCE:**

This individuals performance will be reviewed

DATE            /            /            BY    **2 persons elected by the Board + 1 external person**

Was conducted in consultation with the person/s holding this position

**SIGN OFF**

I have read and understood all the policies, procedures, incorporation, and legislation requirements expected of this position.

I hereby agree that I am able to carry out the requirements as detailed and I agree to uphold the vision, values, goals and policies of the Association that elected me to this position.

I hereby agree to regularly attend committee meetings, special meetings and Association functions required of my position.

I **accept** that if I am unable to complete my responsibilities in accordance with the determined expectations, that I **will vacate** the position immediately; and/or acknowledge the Association will have the right to declare the position vacant.

**POSITION HOLDER**

NAME	SIGNATURE	DATE
		/ /

**WITNESSED BY**

NAME	SIGNATURE	DATE
		/ /

This document is supported by a “Task Sheet” which clarifies the specific tasks, risks levels and timeframes for completion for this position.