

## ROLE DESCRIPTION: Committee Secretary

➤ **RESPONSIBLE TO**

President

➤ **CHAPTER COMMITTEE REQUIREMENT**

Essential

Maybe combined with another role such as Vice-President or Treasurer

➤ **SUMMARY DESCRIPTION**

The role of the Secretary is to support the President and the Committee in ensuring the smooth functioning of the Chapter/Committee. The Secretary also often acts as an information and reference point for the President/Chair and other Committee members, clarifying practice and decisions, confirming Chapter requirements and retrieving relevant documentation. In summary, the Secretary is responsible for:

- ensuring meetings are effectively organised and minuted
- maintaining effective records and administration
- upholding the requirements of governing documents (eg Chapter Rules; Chapter Resource Manuals)
- communication and correspondence
- Committee operating procedures and policies, and relevant requirements

➤ **TERM**

Minimum 1 term (2 years). Maximum 3 terms (6 years).

➤ **MAIN DUTIES AND RESPONSIBILITIES**

1. Commitment to contributing to and delivering for the FEW Management Committee and the Chapter's objectives, with effort to attend all Committee meetings (in person or via phone) but no less than 80% Committee meeting attendance.
2. Ensure meetings are effectively organised and minuted.
  - a. Work/liaise with President to set, plan and prepare Chapter Committee meetings and the Chapter Annual General Meeting, ensuring they are properly administered.
  - b. Develop meeting agenda in consultation with the President and other Committee members and distribute to Committee, Alumni Office and other key contacts (as required) with adequate notice prior to the meeting.
  - c. Keep accurate minutes and action notes from meetings and distribute to Committee members and the Alumni Office within 1 week of a meeting.
  - d. Distribute copies of meeting papers and minutes to members absent from meetings.
  - e. Check that a quorum is present at meetings.
  - f. Assist President to conduct the process for the AGM and election of Committee members.
3. Maintain effective records and administration
  - a. Ensure up-to-date records of contact details of Committee members.
  - b. Ensure effective maintenance and management of Committee records including filing

- c. agendas, minutes, reports and correspondence.
- d. Compile list of contacts/names that are relevant and useful to the Committee/Chapter.
- e. Keep a record of the Chapter's activities and programs (mentor program and international scholarship recipients).
- f. Maintain sponsorship records.
- g. Maintain Committee's annual calendar.
4. Uphold the requirements of governing documents
  - a. Act as a custodian for the Chapter's governing documents (eg Chapter Rules; Alumni Chapter Resource Manual) and ensure they are readily available to Committee members. Provide advice to President and Committee as required.
  - b. Ensure Committee elections are in line with stipulated procedures.
  - c. Ensure requirements of Chapter Rules are met and Chapter's activities are in line with its objects..
5. Committee communication and correspondence
  - a. Where required, prepare official Chapter correspondence and ensure copy submitted to the Alumni Office.
  - b. Manage the general correspondence of the Chapter/committee except for such correspondence assigned to others and respond/take action where required.
  - c. Monitor Chapter/Committee email inbox and respond/take action where required.
  - d. File Chapter/Committee correspondence received and sent.
  - e. Keep a record of any Chapter/Committee publications (eg brochures, newsletters etc)
  - f. Prepare a report of the Chapter's activities for the year for the Annual General Meeting.
  - g. Is sufficiently familiar with current Chapter documents to note applicability during meetings.
  - h. Communicate relevant information across Committee as required.
6. Committee operating procedures and policies, and relevant requirements
  - a. Review and maintain Committee Member Handbook and handover procedure ensuring that it is up to date particularly for incoming Committee members.
  - b. Lead the annual review of Committee role descriptions.
7. As a FEW Management Committee member, contribute to the development and achievement of FEW's annual strategic planning activities.
8. Any other duties as requested by the President commensurate with the scope of FEW and QUT's objectives.

➤ **QUALIFICATIONS AND EXPERIENCE**

**Essential**

1. Must be a currently enrolled female postgraduate student or female postgraduate of the QUT Business School (FEW Full Member).
2. Experience/knowledge in a corporate secretariat/Committee or Board secretariat role or procedures.
3. Knowledge of good corporate governance.
4. Excellent organisational and time management skills.

**Desirable**

1. Experience in office management/general office administration.
2. Experience taking meeting minutes.

➤ **DESIRABLE ATTRIBUTES**

1. Confident, professional and articulate with strong interpersonal and communication skills
2. Enthusiastic, self-motivated and proactive mindset
3. Methodical with a good eye for detail
4. Consultative and approachable
5. Strong listening skills
6. Reliable and trustworthy with a positive team player attitude
7. Commitment to high quality outcomes and meeting the goals of the Chapter and Committee
8. Strategic and forward thinking
9. Ability to use judgement, initiative and common sense while performing duties.
10. Ability to be self-directed and work independently
11. Ability to develop positive relationships internally and externally

➤ **OTHER REQUIREMENTS**

- Only one person can hold the role of Secretary at any one time.
- Agreement to Code of Conduct requirements and sign data confidentiality form.
- Encouraged to participate in FEW events and other Alumni and QUT events where requested.
- The Secretary should:
  - be well informed of all Chapter and Committee activities and be able to provide oversight;
  - be able to bring objectivity to meetings;
  - be willing to step in for the President where needed including chairing meetings
  - develop a good working knowledge of the Chapter Rules and duties of Committee member

- demonstrate a willingness to adhere to all Committee policies and relevant requirements of the position;
- be a good role model and present a positive image for the Chapter/Committee, particularly where representing the Committee in other forums;
- be attuned to the interests of members;
- maintain confidentiality on relevant matters; and
- be able to raise concerns with the President where they arise.

➤ **TIME COMMITMENT**

It is anticipated that the Committee Secretary role requires an estimated commitment of 8 - 10 hours per month however this may vary in order to meet the Chapter's and Committee's needs. An increase is to be expected particularly around the time of the AGM.

**ROLE DESCRIPTION REVIEW**

Created:	September 2018
Review frequency:	Annual
Next review:	April 2021