

VNPA Council Secretary Volunteer Position Description

1. Role Description

The role of Secretary as minute taker in the VNPA is to attend the meetings for the core governance of VNPA – the Council, Executive Committee and selected sub Committee meetings – and to record and subsequently document and circulate in draft minutes the main decisions and actions arising.

The role of Secretary as minute taker gives exposure to the inner workings of the VNPA and its conservation issues and debates.

This activity is a subset of a wider range of formal responsibilities for the Secretary role which are delegated to staff. The minute taker activity is complementary to these responsibilities, and hence the job requires a close working relationship with staff and Committee Chairpersons.

VNPA's Committee meetings are tightly structured and can span a wide range of topics. The minute taker's challenge is to succinctly record decisions and actions as directed by the Chairperson, and to minute these in a context which reflects and supports the ongoing discussion and work of the Committees.

The job of the Secretary is not burdensome, but does require a reasonable commitment of time in the preparation of minutes, noting the Committee meeting schedule through the year and the duration of meetings.

2. Duties

- Attendance at VNPA Council, Executive Committee and selected Committee meetings through the year.
- Liaising with Chairpersons and VNPA staff where appropriate.
- Recording attendance, motions & actions agreed at meetings via personal notes/audio files.
- Preparation of draft minutes for Council, Executive Committee.
- Preparation of draft minutes for other Committees as required.
- Preparation and updating of relevant action registers.
- Circulation of draft minutes/action registers to Chairperson for comment/amendments.
- Circulation of amended draft minutes/action registers to Executive Director, Finance & Operations Manager and Committee Chairperson.
- Close liaison with VNPA Executive to ensure effective record keeping and administration for minutes and action registers – e.g. inclusion in briefing datapacks prior to meetings
- Monitoring of AGM and Council nominations.

- Input as appropriate to identify issues or improvements to VNPA's governance process.

3. Requirements

- An interest in one or more facets of VNPA activities.
- Familiarity with protocols for VNPA AGMs, Council and Committees as per its Constitution.
- Understanding context of meeting discussions - to assist in minute preparation (e.g. via pre-reading of papers circulated to members).
- Basic competency with relevant tools – MS Word etc.

Nominate

To nominate for the voluntary position of Secretary on the VNPA Council, please contact VNPA Executive Director Matt Ruchel via matruchel@vnpa.org.au.