

Position Description – ACLTA Secretary

The position of secretary for ACLTA is a voluntary position. The incumbent is elected to the role by way of vote from members of the association. The Secretary shall hold office for a two year tenure following their appointment, at which point they may offer themselves for re-election.

Purpose of Position

- To maintain documentation to support the effective functioning of the management committee and ensure legal compliance.
- To manage incoming and outgoing correspondence for the association and communicate activities with members and the general public.

Key tasks

- Send and receive letters, emails or other documents.
- Forward correspondence to relevant members of the executive and/or reply in a timely manner.
- Administer the association email address email@childlife.org.au replying to correspondence in a timely manner
- Develop the agenda in consultation with other committee members and circulate prior to meetings.
- Record and distribute minutes of meetings in a timely manner
- Document and report activities of the organisation to members and the general public.
- Maintain and update association documents as required i.e. constitution, mission/value statement
- Assist the chairperson with administrative tasks.
- To coordinate nominations and voting in of new ACLTA Executive Committee (every two years)

Essential criteria

- Hold full membership of ACLTA and be currently working within the profession
- Thorough understanding of the profession and the needs of members
- Ability to access and use web-based email, PayPal, and a willingness to learn administration tasks on the website management portal

Time commitment:

- Attendance at a 1 hour monthly meeting
- Approximately 1-2hrs a week on own duties, which may increase during peak times such as organising conferences
- Non-attendance at 3 consecutive monthly meetings without notice and provision of an update forfeits position on the executive