



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 until the first biennial conference 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.

Essential criteria

- Hold full membership of ACLTA and be currently working within the profession
- Thorough understanding of the profession and the needs of members
- Achieved accreditation through ACLTA, having completed the ACLTA training framework or actively working towards this
- Ability to access and use web-based email, PayPal, and a willingness to learn administration tasks on the Wild Apricot 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 forfeits position on the executive