

## Position Description - Secretary

**Position title:** Secretary

**Committee position:** Executive Committee member

**Volunteer commitment:** 1 hour per week (approximately)

**Reporting to:** RWAus Committee

### About us

Since 1991 Romance Writers of Australia (RWAus) has been helping writers all across Australia (and beyond!) to follow their dreams. We provide support and inspiration while actively fostering opportunities for our members to engage in professional development, network with industry professionals, and pursue excellence in their writing and publishing careers.

### About you

In your role as Secretary, you'll be thoroughly committed to RWAus' vision, and to working as an effective member of the executive team. You'll be friendly with a positive outlook and be an effective communicator and organiser.

Good record keeping and writing skills are desirable, as well as the ability to generate agendas, write minutes and emails that are well expressed, clear and reflect RWAus values.

As Secretary, you will be responsible for organising committee meetings, which includes preparing agendas, writing minutes, recording actions, handling incoming and outgoing correspondence, sending online meeting invitations and also inviting guests to meetings.

You will also need to update official RWA records with ASIC and NSW Fair Trading. You will also notify members of the AGM date, collate all AGM reports, and after the AGM, update the Committee Register.

### Responsibilities

#### *Committee*

- The secretary is the recipient of all official correspondence such as letters of resignation and complaints. The secretary must respond to all correspondence in a timely manner and bring matters to the attention of the committee. At each committee meeting the secretary must provide a summary of correspondence in and out.
- Regularly check the inbox for incoming and outgoing correspondence as required.
- Add correspondence items to future agendas for discussion and voting, as required OR reply to correspondence via email if no other action is required.
- Liaise with the committee for meeting dates, send out meeting invitations via the Google drive calendar, with links to agenda and minutes of previous meetings.
- Advise committee members of the draft agenda and seek input from members prior to the next committee meeting.
- Committee members should upload their portfolio reports to the shared committee folder prior to the next committee meeting so everyone has a chance to read them.
- The AGM will include the following business:
  - Confirmation of the last AGM minutes
  - Receipt of committee reports
  - Election of office-bearers and ordinary committee members
  - Receipt of financial statement
- Maintain shared Google drive files for access by committee members.

- **Update records with NSW Fair Trading (Form A9) and ASIC (Form 490) within a month of change of committee members, following AGM or following a change in committee membership between AGMs.**
- Collate all nomination forms ahead of the AGM, and advise the Returning Officer if elections for any positions will be required.
- Minute the AGM
- **After the AGM, the Committee Register needs to be updated. You will need the place of birth for the President for the NSW Fair Trading form.**

**Goals 2023-2024**

- Continue to work with and support the RWA Committee and engage effectively with the executive committee in decision-making and other day-to-day activities.

**Skills and experience**

- Current financial member of RWA.
- A working knowledge of the organisation’s structure.
- Ability to develop strong relationships across the organisation.
- Strong organisational and written communication skills.
- Comfortable with spreadsheet maintenance and using Google+, or the enthusiasm to learn.

DOCUMENT CONTROL			
Drafted by:	Jan Wilson	Date:	10/07/2023
Approved by:	RWA Committee	Date:	
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		Date:	
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