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| **Role Title:**  | Secretary | **Organisational Team:**  | Management Board  |
| **Position Hours:**  | Approx. 10 hrs per month  | **Remuneration:**  | Volunteer role  |

1. **Position Summary**

The Secretary is responsible for supporting the President and Vice President in ensuring the smooth functioning of the Coastal Dry Tropics Landcare Incorporated (CDTLI) Committee. The key focus areas of the Secretary are effective organisation of meetings; accurate maintenance of records and correspondence; timely communication and administration support.

The Secretary will be familiar with CDTLI information so when approached by members / community can give the correct advice. This information includes but is not limited to name / location of Landcare sites; current projects; mission, vision, and strategic goals; group resources and educational material; scheduled events.

1. **Roles and Responsibilities**
2. Serve on the CDTLI Board.
3. Ensure meetings are effectively organised and minuted.
4. Assume the responsibility of the President at meetings in the absence of the President or Vice President or call for a Chair from the Board to fulfill the role.
5. Take meeting minutes and ensure that all minutes are archived for future referral. Circulate the draft minutes to the Board for checking before tabling for approval.
6. Prepare the agenda for CDTLI Board meetings with input from other board members.
7. Circulate the agenda and any reports or other documents to the CDTLI Board members prior to meetings.
8. Maintain current contact details (names, addresses, telephone numbers and emails) for the CDTLI Board members.
9. Review and understand the organisation’s articles of incorporation, its constitution, policies and procedures, and strategic plan.
10. Manage the general correspondence of the board except for such correspondence assigned to others.
11. Be one of several bank signatories for online banking and approvals.
12. Must be discreet and maintain confidentiality on relevant matters.
13. **Financial Delegation**
* The Secretary can authorise / expend up to $5000 of CDTLI funding for CDTLI operations and projects with approval from one other board member.
* Any expense over $5000 requires the submission of at least two quotes to the board for a full vote and approval.
1. **Preferred Skills**

Commitment to enacting effective leadership and collaboration with others.

Ability and willingness to:

* work independently and manage time effectively.
* work as part of a team.
* pay attention to detail and maintain accurate records.
* maintain confidentiality.
* listen, communicate and seek input from others.
* handle difficult situations or conflict if these arise.