



Volunteer Ambulance Officers Association of Tasmania Incorporated

ABN 49 452 275 349

www.tasmanianambulancevolunteers.asn.au

*Our Vision: Improved representation and support of Volunteer Ambulance Officers in
Tasmania, to maximise patient care outcomes*

VAOAT BOARD POSITION DESCRIPTION

SECRETARY

The Secretary is appointed for a fixed term from one Annual General Meeting (AGM) until the next. A Secretary may continue to nominate themselves for the same or other positions on the Board prior to each AGM, but should not hold more than one Executive position.

Revisions of this Position Description are to be approved at a Board Meeting.

The Secretary is an Executive Officer of the Association as determined in composition of the Board in the Constitution.

The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated Association. If the position of Secretary becomes vacant, the Board must appoint a member to the position within 14 days after the vacancy arises (as per Section 62 of the VAOAT Constitution).

The function and legal obligations associated with the office of Public Officer is, unless alternatively appointed by the Board at an Annual General Meeting, assigned to the Secretary.

The Secretary must -

1. Maintain the register of members in accordance with the VAOAT Constitution
2. Keep custody of the Common Seal of the VAOAT and, except for the financial records, all books, documents and securities of the VAOAT in accordance with the VAOAT Constitution
3. Provide members with access to the register of members, the minutes of all meetings and other books and documents
4. Perform any other duty or function imposed on the Secretary by the Constitution.

The person holding this position must:

- Be a current financial or life member of the VAOAT
- Abide by the VAOAT Constitution and role obligations as identified in the VAOAT Constitution
- Abide by the Code of Conduct
- Prepare correspondence (electronic or hard copy) as directed
- Regularly check for emails from the VAOAT Board members (minimum weekly) and respond where requested
- Advise the VAOAT Executive if absent for more than two weeks

Responsibilities related to external parties

- Liaise with Webmaster and First Response editor on public communications
- Lodge the Annual Returns of the Association
- Receive and document all correspondence

VAOAT Cares... communication, advocacy, representation and support

Responsibilities related to Meetings and sub-committees

- Attend Executive Meetings
- Attend Board Meetings and take directions as a Director of the VAOAT
- Attend General and Special Meetings
- Be proactive in assisting, and willing to undertake projects of VAOAT, as required including convening sub-committee meetings

Responsibilities related to VAOAT members

- Liaise with members, and represent the policies and interests of the Association
- Pass membership forms and payments onto the Treasurer
- In conjunction with Treasurer, keep a membership book

Responsibilities related to all meetings

- Prepare agendas
- Distribute Notice of all Meetings within required timeframes
- Prepare & distribute all Meeting Minutes
- Receive and document all correspondence
- Arrange meeting venue/organise catering – or delegate responsibility

Responsibilities specifically related to Annual General Meetings

- Distribute nomination forms prior to Annual General Meeting
- Ensure a Returning Officer is appointed
- Ensure new Board members receive information packs
- Ensure Board members sign the Code of Conduct

Financial Delegation

- This position has a financial delegation assigned
- This position is required to be a bank signatory
- This position may hold a credit card in the name of the VAOAT

This Position Description was approved at the Board Meeting held on 27 March 2021 and must be read in conjunction with the obligations, requirements under the Constitution.

Signed:



President



Secretary