

Click or tap here to enter text. Riding for the Disabled Association Incorporated

SECRETARY Position Statement

Purpose of the Secretary

The Secretary of a non-profit organisation plays a critical role in fostering communication; and ensuring proper management and use of important organisational records, as required under the national and state legislation governing incorporated associations in Queensland.

Mandatory:

1. The Secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is identified as possessing the necessary experience and skills:
 - a. a member of the Association elected as Secretary by its members at an Annual General Meeting; or
 - b. any of the following persons appointed by the Management Committee as Secretary following an open recruitment process —
 - i. a member of the Association's management committee.
 - ii. another member of the Association.
 - iii. another person.
2. The Secretary must be confident in using the suite of Microsoft software programs and modern tele-communication tools.
3. The Secretary must hold a current Working with Children Blue Card; and be fully immunised against all vaccine preventable illnesses as required by national and state health authorities.

Key Responsibilities:

The Secretary's responsibilities include, but are not limited to —

- (a) preparing notices of a meeting and the agenda of the business to be conducted at the meeting, in consultation with the President of the Association.
- (b) calling meetings of the Association on a day and time that enables as many members as possible to attend and using multiple communication tools, such as Facebook, website, newsletters, emails, and posters on the notice board at the RDA centre.
- (c) keeping accurate minutes of each Annual General Meeting, General Meeting, and Special Meeting to ensure all assigned tasks are completed as expected.
- (d) keeping dated copies of all correspondence (written and electronic) and other documents relating to the activities of the Association.
- (e) maintaining the register of current financial members of the Association, including a copy of current of Working with Children clearance.
- (f) monitoring information made available to the public via the Association's website, Facebook page and ACNC's website; and updating as required to ensure the information is accurate and

current.

- (e) ensuring all communication complies with the Association's responsibilities under relevant national and state legislation, including the *Australian Privacy Principles*
- (f) other functions as decided by the Management Committee to support the consistent delivery of the Association's objectives and legal responsibilities.
- (g) support the Management Committee to meet the RDA accreditation standards and legal requirements of the *Queensland Associations Incorporations and Other Amendments Act 2020* and relevant communication legislation.
- (h) facilitate ongoing collaboration and information sharing among members to promote the development and adoption of innovative practices and or resources.
- (i) maintain an understanding of contemporary best-practice in the delivery of equestrian-based activities to people living with disabilities in Queensland.
- (j) Actively participate in opportunities to build the skills and knowledge relevant to the position.
- (k) actively participate in succession planning activities to enable smooth transition of responsibilities as required under the Rules of Association.

Skills and Experience

1. Sound verbal and written communication skills including of the ability to use multi-media communication tools and computer software such as Microsoft Word, Excel, Outlook and Zoom.
2. Sound understanding, or ability to rapidly acquire understanding, of the record management responsibilities of a registered not-for profit association in Queensland
3. Good leadership and people management skills including the ability to work closely with people from a range of professional and cultural backgrounds.
4. Sound ability to provide informed, impartial advice to the Management Committee and the RDAQ Office to enable the achievement of key outcomes by the Association with the agreed budget, timelines, and quality standards.

Highly Desirable

- Recent experience of working in a comparable not for profit organisation supporting vulnerable people.
- Sound understanding of good horsemanship and horse management.
- Sound understanding of the role RDA Centres play in enabling people living with disability to achieve their personal goals through active participation in equine-assisted activities.

Time Commitment

- The average time commitment is estimated to be approximately 20 hours per month; however, this may vary to ensure communication and reporting activities are undertaken as required. The Secretary may be required to work out of hours and on weekends.

Additional Information

- This is a voluntary position however all reasonable costs incurred through meeting the responsibilities of the position will be reimbursed by the Association.
- Training and orientation to the position is provided by the Management Committee with support from the RDAQ Office.
- The position may be required to travel to workshops and or RDA Centres throughout Queensland.
- The position provides an exciting opportunity to play a rewarding role in making a lasting difference in the lives of people living with a disability in the local community.

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