

Position Description - QRA Association Secretary

Context:

Currently (as at December.2020), the duties of the QRA Association Secretary reside with the QRA's Executive Officer.

From a governance perspective having the Association Secretary's role being rolled into the EO role is workable but not ideal.

The adoption of the Associations' new rules will likely render the current arrangement unworkable due to the increased workload imposed amongst other issues.

Resources

Administrative support required by the Association Secretary will be provided by the Association staff as required, under the direction of the EO.

The Association Secretary will be responsible for the operation of **BoardPro** with assistance from others as required.

Position Purpose

The primary purpose of the Association Secretary is to ensure the Association adheres in the Association's Rules and to its statutory obligations as detailed in all associated government Act/s and Regulations.

The Association Secretary reports to the Association Board. This Association Secretary is not a Board position.

Duties and Responsibilities:

In addition to ensuring that the Association adheres to its statutory obligations, the secretary will usually undertake the following tasks:

- Provision of advice to President on procedural matters as required;
- Provision of advice on governance practices to the Board, executive and the various committees;
- Effective communication with members through Board approved channels to deliver relevant information on Association matters (may require joint accountability with EO) ;
- Ensure the timely organisation and co-ordination of Board Meetings (including preparation of agendas and associated papers to be circulated to the Directors with any due notice required);
- Organisation of all general meetings of the Association meetings;

- Ensure the minutes of all Association meetings (Board, Annual General and any Special Meetings as well as all various the committees) are correctly recorded and authorised and then stored securely;
- Ensure all official Association correspondence is attended to in a timely fashion;
- Preparation and submission of any regulatory returns as required;
- Attend any Association committees as requested;
- Assist with or attend to signing of documents as required;
- Ensure the maintenance of Board information on **BoardPro** is up to date;
- Ensure New Board Members/Committee Members are correctly inducted;
- Support Board and Committee member activities, including arranging professional development, course attendance etc.; and
- Carry out any other specific duties as may be required (including control of the Association's seal if required).

Authorities

Authorities shall be as per the Association Rules and associated *Act/s* and *Regulations* or as delegated by the *Board*.

Knowledge and Skills Required:

The Association Secretary should be methodical, persistent and impartial, and should have the following additional skills and knowledge...

- Be well organised and thorough;
- Able to delegate appropriately;
- Work autonomously;
- Effectively communicate through the correct channels;
- Maintain confidentiality where required; and
- Attain/have a working knowledge of the Association's Rules and all relevant *Acts/Regulations* as required.
- Work collaboratively with the Board, Sub-committee Chairs and the EO.

Position Training Requirement

Undertake a training course conducted by the **Australian Institute of Company Directors** or like organisation to ensure the incumbent is fully aware of all the positions' responsibilities.

This course may also provide a reference point for the resolution of any complex Association compliance type issues which may arise over time.

Time Commitment

It is envisaged that this role will be voluntary and would need a time commitment of 8 hours per week on average; however, this commitment may vary greatly depending the nature of what is required at any particular time.

Revision History

Version	Date	Description
0.01	03.12.2020	Initial Draft
0.02	04.12.2020	EO review
0.03	15.12.2020	Incorporate additional comments