



Phone – 02 9517 2577

Fax – 02 9517 2488

Post – P. O. Box 2167, Strawberry Hills, NSW 2012

203/1 Erskineville Rd, Newtown, NSW, 2042

Email – members@scarletalliance.org.au

Web – www.scarletalliance.org.au

Secretary Position Description

Last updated 7th October 2020

The Secretary (and Doubles, when they are stepping up as Secretary) will be expected to:

- Attend regular teleconferences (times and frequency determined by the Executive, minimum of once a month)
- Attend 4 x 3 full-day face to face meetings in Sydney per year (as permitted by national travel/COVID restrictions. Will be expected to attend alternative format meetings if such restrictions apply)
- Attend 1 day pre-meeting and 3 day National Forum
- Participate in Executive E-list discussion and decision-making
- Participate in the creation, editing and/or approval of Scarlet Alliance documentation
- Contribute to decisions on the Executive E-list - minimum 10 hours volunteer work per week

Furthermore, it is within the Secretary's role to:

- Formulate meeting agendas with the President and CEO and distribute agendas to the Executive
- Coordinate meeting times and remind Executive members of meeting times
- Minute meetings, and distribute the minutes to those on the Executive
- Monitor and track the progress of Executive list decisions and prompt/contact Executive members for quorum and advise when quorum is reached
- Coordinate and draft all communication between the Executive and Scarlet Alliance membership
- Coordinate elections in consultation with the Executive
- Contribute to induction/orientation of new Executive members and others (coordinated with President and Vice President)
- Advise the Executive on the constitution
- Coordinate completion of annual incorporated association documents
- Minutes for the AGM will be provided by the outgoing Secretary before the new Executive commences orientation

All Scarlet Alliance Executive Committee members are responsible for the governance of the organisation.

This includes contributing to:

- Strategic planning
- Strategic steering
- Providing financial oversight
- Risk management
- Delegations
- Organisational policies & procedures
- Managing conflicts of interest
- Complaint resolution
- External relationships, advocacy, representation & marketing