



Sydney Scorpions Regional Secretary

ROLE OBJECTIVE:

The secretary is the key administrative officer for the Scorpions region and is responsible for the efficient management of the permit. The secretary is responsible for managing, collecting, reviewing and the dissemination of key information. The role also includes collecting all the key permit information and coordinating the handover of information to relevant committee, management and volunteers when required.

CRITERIA:

- 1) Must possess strong communication skills
- 2) Is well informed on all permit activities
- 3) An understanding of the Constitution/ By-Laws/Policies and Procedures
- 4) Is a supportive leader for all permit members
- 5) Can maintain confidentiality on relevant matters
- 6) Solid IT competency skills required including timely dissemination of information via emails

STATEMENT OF DUTIES:

- 1) Provide an open communication link between the committee, affiliates, members, NSWTA & TFA
- 2) Where necessary record all inward and outward correspondence and acknowledge
- 3) Prepare agendas, reports, papers and minutes for all Executive, Special, Committee and Annual General Meetings
- 4) Communicate all matters of importance from NSWTA to the committee and affiliates
- 5) Have a sound understanding of the NSWTA, TFA Code of Conduct, rules, policies and guidelines
- 6) Have a good understanding of the NSWTA Constitution, any By-Laws (as applicable), objectives and aims, rules, policies and guidelines
- 7) Have a good understanding of the responsibilities and duties of all office bearers
- 8) Support and encourage all permit members to respect and abide by NSWTA's and TFA's Code of Conduct, rules, policies and guidelines
- 9) Have a good working knowledge of meeting procedures
- 10) Perform any other duties as required by the committee