



The Administration Secretary of Action Learning, Action Research Association Ltd (“ALARA”) is a role that provides support to ALARA’s Board and members.

Most of the duties have been performed by a single person, but with the impending resignation of the incumbent, the Board is calling for volunteers who are willing to take on one or more of the following roles.

## **1. Minute Secretary**

The Minute Secretary may attend meetings of the Board (usually 11 per year), and does attend meetings of the Committees Group (between 6 and 10 per year) and the Annual General Meeting.

### **Duties:**

- 1) Drafting and circulating meeting agenda and minutes for all meetings;
- 2) Preparing Secretarial Report of items actioned since previous meeting and matters to be decided at next meeting;
- 3) Giving notice of meetings (time, date, communications mechanisms);
- 4) Distributing draft minutes and finalizing those minutes after any input;
- 5) Notifying relevant parties of finalized minutes, and placing a copy on the ALARA website;
- 6) Actioning any matters determined that Minute Secretary should progress from a meeting;
- 7) Supporting the announcement and co-ordination of the Annual General Meeting and any General Meeting, including loading announcements, agenda, reports and minutes to ALARA website, gathering attendance and proxy lists, and taking and publishing minutes;
- 8) Liaise with ALARA members, Board or Committees Group members, Company Secretary, Bookkeeper and other support in relation to areas of responsibilities as required;
- 9) Other related tasks.

### **Skills:**

- 1) Good typing skills;
- 2) Strong attention-to-detail skills;
- 3) Ability to understanding basic website document loading and organisation;
- 4) Previous experience in minute-taking an advantage

### **Time commitment:**

Between 2 and 10 hours per month, with an average of about 6 hours per month.

## **2. Administration Support Secretary**

The Administration Support Secretary supports the Board on all matters related to the general administration of ALARA.

### **Duties:**

- 1) Receive emails from members and the public and action as indicated below, or distribute to appropriate support or Board or Committees Group members for action;
- 2) Prepare emails or forward emails prepared by others in response to inquiries;
- 3) Support the Company Secretary in the preparation of the Annual Returns for the ACNC;
- 4) Support the Web Services Co-ordinator in the administration of the ALARA website;
- 5) Support the Australasian and International Vice-Presidents in their co-ordination of events, including supporting the registration and management of attendees of those events;
- 6) As required, support those arranging other events conducted in ALARA's name;
- 7) Undertake filing and destruction of documents in accordance with ALARA policies;
- 8) Support the development and maintenance of appropriate ALARA guidelines, documents, policies, publicity and other materials as required;
- 9) Liaise with ALARA members, Board and Committees Group members, Company Secretary, Bookkeeper and other support in relation to areas of responsibilities as required;
- 10) Other related tasks.

### **Skills:**

- 1) Good typing skills;
- 2) Strong customer-service ethic;
- 3) Ability to understanding basic website document loading and organisation;
- 4) Previous experience supporting members or customers an advantage

### **Time commitment:**

Between 1 and 20 hours per month, with an average of about 7 hours per month (the higher variability is associated with when ALARA is conducting a conference or World Congress, and can be negotiated with the event's organising committee).