



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

A single person has previously performed most of the duties. 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 8 per year), and does attend meetings of the Committees Group (between 6 and 10 per year) and the Annual General Meeting.

Duties:

- 1) Draft and circulate meeting agenda and minutes for all meetings;
- 2) Prepare Administration Report of items actioned since previous meeting and matters to be decided at next meeting;
- 3) Arrange and give notice of meetings (time, date, communications mechanisms);
- 4) Distribute draft minutes and finalizing those minutes after any input;
- 5) Distribute finalized minutes to relevant parties, prepare the summarised minutes and place a copy on the ALARA website;
- 6) Action any matters determined that Minute Secretary should progress from a meeting;
- 7) Support 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. Membership Administrator

The Membership Administrator supports the Membership Co-ordinator, Publications Co-ordinator and Committees Group on all matters related to the management of the ALARA membership.

Duties:

- 1) Receive and process any applications or renewal of membership, forwarding appropriate information to the Bookkeeper as required;
- 2) Ensure all members receive renewals (generally automated through the ALARA website), and follow up with outstanding renewals;
- 3) Ensure organisational members are sent renewal notices and invoices (and if required, reminders);
- 4) Provide a monthly report on new memberships and renewals to the Minute Secretary for the Committees Group meetings;
- 5) Gather information for inclusion in the fortnightly e-News to members;
- 6) Prepare and distribute the fortnightly e-News, including adding news items and events to the ALARA website;
- 7) Support the Web Services Co-ordinator in the administration of the ALARA website membership records and database, and when requested in writing, provide details of membership in accordance with legislative requirements;
- 8) Distribute notifications about call for papers and publications to members and others as requested;
- 9) Support the Publications Coordinator and editors in the co-ordination of publications.
- 10) Receive inquiries for membership and action appropriately;
- 11) Receive inquiries from members and action or forward to appropriate Board or Committees Group members or other support as appropriate;
- 12) 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 2 and 15 hours per month, with an average of about 7 hours per month.

3. Administration Support

The Administration Support 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).