

Position Description for Secretary

Position Overview

Like all positions at Radio Eastern FM, the role of the Secretary is a voluntary one. The Secretary needs to have, or be willing to develop as soon as possible, a clear understanding of the philosophy and operation of community radio and Radio Eastern FM in particular. This position description is to be read in conjunction with the position description for Ordinary Committee of Management member.

Position Objective

While the Committee of Management is ultimately responsible for the operation and management of the station, the Secretary's objective is to support the Committee in an administration capacity and as a member of this committee, to provide input into the strategic and day-to-day management of the station.

Key Responsibilities

The Secretary is directly responsible for the following:

General

1. Provide principal advice to the Committee on the compliance and regulatory obligations of the station including, but not limited to, the license issued by the Australian Communications and Media Authority.
2. Manage and oversee complaints processes.
3. Making sure all correspondence and official records of the station are up to date, accurate and in order
4. Keep custody of all books, documents and securities of the station in accordance with the Constitution.

Committee of Management Meetings

1. Assisting the President to organise Committee of Management meetings.
2. Notifying Committee Members of meetings.
3. Ensuring the minutes of the Committee of Management meeting are taken or delegated to a minute taker.
4. Ensuring that all information to or from the Committee of Management is dealt with in a timely and efficient manner.
5. Ensuring that meeting documentation (agenda, correspondence and previous minutes) have been distributed to all Committee of Management members.
6. Working with the President to ensure that Committee of Management meetings run smoothly.
7. A good knowledge relating to the rules, policies and procedures of the organisation and taking responsibilities for all the legal requirements associated with incorporation.
8. Any other duty requested by Committee of Management, pertinent to this position.

Skills

1. A detailed knowledge and understanding of meeting processes and standard practices and principles.
2. Precise attention to detail and report keeping.
3. Excellent oral and written communication skills.

Requirements

1. Adheres to general duties outlined in the Ordinary Member of the Committee of Management job description
2. Fosters a positive working relationship with other station members and staff.