



Position Description: Secretary, Brisbane Chorale Inc.

1. DETAILED JOB DESCRIPTION

Position Title: Secretary

Reporting To: President
Management Committee

Salary: Nil - service is voluntary

Conditions: Elected for one (1) year with possibility of re-election for a further five (5) years
The position is part-time and the hours are variable

Location: Based in Brisbane
May require occasional interstate or international travel

2. PURPOSE OF THE POSITION

The secretary, with the support of the management committee, is responsible for the association's record management and documentation, and for assisting in the achievement of the association's strategic plan. The secretary may be required to undertake other tasks and activities as required by Brisbane Chorale Inc. from time to time and as circumstances and operations may dictate.

3. RESPONSIBILITIES AND DUTIES

3.1 ARTISTIC CONTRIBUTION

- Nil

3.2 ADMINISTRATIVE CONTRIBUTION

All the following administrative contributions shall be conducted in collaboration with the Brisbane Chorale Inc. Management Committee.

- To call meetings of the association, including preparing notices of, and agenda for, meetings, in consultation with the president.
- To prepare agendas for, and record and keep minutes of, all meetings.
- To maintain records of correspondence and other documents relating to the association.
- To email members with information and updates as required by the management committee.
- To conduct the correspondence of the association.

3.3 CONTRIBUTION TO STRATEGIC OUTCOMES

All the following outcomes shall be achieved in collaboration with the Brisbane Chorale Inc. Management Committee.

Brisbane Chorale Inc.
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Secretary Position Description
Brisbane Chorale Inc. v2.0

- To promote the association's strategic plan and ensure the achievement of the association's strategic activities to guide future growth and development.
- To assist any member needing assistance on any association project.

4. EDUCATION & EXPERIENCE

Essential	Desirable
Ability to use word processing applications, e.g. Microsoft Word	Ability to gain an understanding of applicable legislation

5. PERSONAL QUALITIES & BEHAVIOURAL TRAITS

Essential	Desirable
Nil identified	Organisational skills
	Communication skills
	Display an attitude of enthusiasm, cooperation, hard work and loyalty

6. RELATIONSHIPS

With	Purpose
1. President	To liaise with the president in preparation of meeting agendas. To liaise, where required, in the preparation of, and response to, association correspondence.
2. Management Committee	To attend and participate in the management committee. To create and maintain records of management committee meetings and make these available for members.
3. Registrar	To ensure appropriate records are maintained.
4. External relationships	To ensure appropriate records of contract are maintained. To conduct appropriate correspondence with third parties on behalf of the association and management committee.

Approved by Brisbane Chorale Inc. Management Committee on 10 January 2016.

Last reviewed on 10 January 2016.