

## **VOLUNTEER OPPORTUNITY – SECRETARY**

Are you passionate about our natural environment, well organised, familiar with modern office systems and technology and have a few hours per week available? Do you like working with other passionate people where consensus decision making is very important and leadership is shared?

If yes, we would love to have you join us in our quest to be a voice for the bush and protect our urban natural environment.

We are looking for a Secretary to join our group of committed volunteers.

### **What will you do?**

The role of secretary is vitally important to UBC.

The Secretary is one of the 4 office holders of the Association and takes a lead in a number of governance matters such as setting dates, developing agendas and keeping the Minutes for Committee Meetings, the Annual General Meeting and any General Meetings. The Secretary also manages the key correspondence and leads the record keeping of the Association.

The Secretary is encouraged to form links with other conservation organisations such as CCWA, WAFA

### **Skills needed**

- Well organised, with a good eye for efficiency
- Recent experience with office systems such as MS Office, MS Teams
- Recent experience in records management
- A passion for the environment, with a link to an on ground conservation organisation or ready to learn the breadth of the volunteer environmental groups.

### **Time Input**

The role of Secretary is very important to an organisation and does require a weekly time commitment. However, most of the work can be done remotely, although UBC does have a physical office in West Perth. In summary the workload will be:

- A monthly committee meeting – consulting with other office holders regarding agenda items, developing and circulating agenda and writing Minutes (est 8 hours per month)
- Annual General Meeting (early March): working with other office holders to call for nominations, develop the agenda and associated documentation for the AGM and write up the Minutes. (12 hours from late Jan – mid March)
- Leading operational activities – working with other committee members on record keeping and associated organisational processes (2 hours per week)
- Ad hoc – join in deliberations of subcommittees of interest.

If you would like to find out more contact Christine Richardson on 0427 777 135