



POSITION NAME

POSITION DESCRIPTION

Position: Secretary
Contract Type: Voluntary
Responsible to: Members

Our Organisation

Yandina Community Gardens Inc. (YCG) is a membership-based community group dedicated to providing education and practical experiences in Permaculture Design Principles. YCG and “The Blue House” is a volunteer-run learning environment for Permaculture gardening. It was established for the community to gain practical skills in growing their own food and also features an old Queensland weatherboard house, which has been retrofitted to demonstrate practical solutions to changing your home to be more sustainable.

Purpose of Position

The Secretary is responsible for the documentation and communication of the activities of the committee. The secretary is the primary administration officer of the committee and provides the links between the committee, members, volunteers, staff and outside agencies. The Secretary should be a good communicator, maintain confidentiality on relevant matters and have the ability to delegate tasks and supervise others. Amongst the Secretary's tasks are to prepare agendas, control and distribute minutes, receive and disseminate correspondence to and from the committee etc. The Secretary must reside in Queensland

Desirable Attributes

The Secretary should:

- be organized
- have computer skills
- be able to keep confidential matters confidential.

Legal Duties

The following legal duties apply to all members of an Incorporated Association Board

- the duty to act in good faith in the best interests of the organisation and for a proper purpose
- the duty to act with reasonable care, skill and diligence (including the duty to prevent insolvent trading)
- the duty not to improperly use information or position, and
- the duty to disclose and manage conflicts of interest.

Specific Duties

Specific duties include but are not limited to:

- Upholding and acting in the spirit and intent of the YCG Code of Conduct
- Maintain records of the committee and ensure effective management records

- Manage minutes of committee meetings, including ensuring the minutes Secretary does so, and ensuring minutes are distributed to members shortly after each meeting.
- Managing the development of the agenda by the minutes secretary in consultation with other committee members and distribution is done prior to the meeting
- Is sufficiently familiar with documents to note applicability during meetings
- Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- Enable and authorise people to help with the committee's business.
- Ensure that the records of the committee are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of committee members, committee meeting minutes, financial reports, and other official records
- Provide an up-to-date copy of the constitution and bylaws at all meetings.
- Ensure that proper notification is given of committee meetings as specified in the bylaws
- Manage the general correspondence of the committee except for such correspondence assigned to others
- Help and lead the committee in providing systematic communication from the committee to relevant stakeholders
- Manage membership records and identify new member requests for approval at the management committee meeting

YCG PURPOSE

To promote & demonstrate a framework of sustainable living

YCG VISION

To be a knowledge & demonstration hub for sustainable living