



POSITION DESCRIPTION - SECRETARY

The Secretary is a key executive position with [Oral History NSW](#) working closely with the President, Vice President, Treasurer, and committee members. This position is a valued and integral part of the Committee's activities and communication with its members.

The key responsibilities are organising committee meetings (including the Annual General Meeting), taking minutes, and saving all documentation relating to the Committee's activities. The secretary also responds to general Oral History NSW enquiries via email and handles the administrative arrangements for [OHNSW Awards/Grants](#).

The average time of this role would be approx. **1 hour a week**, this may fluctuate in the lead up to the AGM. Extended description of duties is found on page 2 of this document.

Responsibilities:

- Organising meeting invites, drafting agenda, taking minutes, circulating relevant information to committee members, and saving documentation for:
 - 4 x committee meetings per year
 - 1 x planning meeting (Jan/Feb)
 - 1 x Annual General Meeting (Sep/Oct)
- General administration for awards/grants and committee nominations
- Responding to general OHNSW email enquiries

Essential skills:

- Strong attention to detail and administration skills
- Good written communication skills
- Comfortable using email, Dropbox, Zoom, doodle poll, Word and Excel

If you are interested in joining the committee and supporting the activities of Oral History NSW in this position, please contact president@oralhistorynsw.org.au by **31 August 2021**.

Your email should include:

- The position title as the subject heading
- A brief statement addressing your capacity to meet the responsibilities, skills and time commitment of the position, and why you would like to join the Committee
- Information about yourself including your interest and experience in oral history, and if you are a member of Oral History NSW
- Your contact details (email and mobile) and location in NSW

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MEETINGS

Committee meetings are 4 times a year (currently online but may also be in person/hybrid in future). A general planning meeting is also held in Jan/Feb to map out potential events, training, workshops and set main priorities/calendar for the year ahead.

Secretary duties:

- Organise time/date/location for Committee meetings
- Send meeting invites (email, zoom link) to Committee
- Draft meeting agenda and confirm final agenda with President before sending to Committee 1 week before meeting.
- Take minutes during meeting, circulate to Committee within 1 week, and save final version of minutes to Dropbox to be signed by President.

ANNUAL GENERAL MEETING

The secretary handles all arrangements for the AGM including invites, minutes, circulating President's report, financials and agenda to members, and any administration regarding committee nominations.

Secretary duties:

- Organise time/date/location for AGM with Committee (eg. doodle poll or discuss at meeting). Notice must be given (sending invites via email/zoom link) to Committee and Oral History NSW financial members at least 14 days before AGM, or 21 days where there is a special resolution to the Constitution.
- Draft AGM agenda and confirm final agenda with President
- Take minutes during AGM, circulate to Committee, and save final version of minutes to dropbox

OTHER RESPONSIBILITIES

Awards/Grants

The secretary handles the administrative arrangements for OHNSW Awards/Grants, such as saving applications to dropbox, ensuring judges have access to applications for assessing, drafting letters advising applicants of results.

General enquiries

Forwarding specific enquires to the committee members as appropriate.