



# Canberra City Farm Role

## Secretary

Position title:	Secretary
Location of position:	Varies
Reports to:	Canberra City Farm Executive Committee
Role, project overview and purpose	<ul style="list-style-type: none"> <li>The role and responsibilities of the Secretary is defined in the Constitution of the Canberra City Farm.</li> </ul>
Key responsibilities	<p>The Secretary shall:</p> <ul style="list-style-type: none"> <li>prepare and dispatch all correspondence on behalf of the association unless the committee determines otherwise and in that case shall obtain from any office bearer or ordinary committee member copies of any correspondence issued by that other person on behalf of the association as soon as practical;</li> <li>retain a copy of all correspondence issued on behalf of the association;</li> <li>receive and assure the retention of all correspondence addressed to the association and present each item to the committee, appropriate sub-committee or committee member for action or direction as to the appropriate reply by or at the following committee meeting;</li> <li>inform members of meetings in accordance with sub-rule 18(3) and rule 24 and co-ordinate preparation and distribution of the agenda for any such meetings;</li> <li>hold the common seal of the association;</li> <li>record the minutes of all meetings of the association and its committee and ensure that the minutes are approved as a true and correct record of the meetings to which they pertain and are so endorsed;</li> <li>record the names of persons attending meetings of the association;</li> <li>inform the Office of Regulatory Services under the Act of any relevant changes within the association;</li> <li>ensure that the Annual Return (form AR706) is submitted to the Office of Regulatory Services by the due date;</li> <li>be custodian of any keys issued to the association and be responsible for the allocation of those keys; and</li> <li>perform such other duties as the Committee may direct from time to time.</li> <li>Mentor and support the next person to take on the position.</li> </ul>
Existing arrangements	<p><b>Meeting Minutes</b></p> <ul style="list-style-type: none"> <li>A meeting minute template and previous minutes are all located in the dropbox.</li> <li>Meeting minutes from General Meetings are uploaded onto the Canberra City Farm webpage.</li> </ul>
Minimum period	<ul style="list-style-type: none"> <li>1 year + time to coach next person to take on the role.</li> </ul>
Skills, experience and attributes	<ul style="list-style-type: none"> <li>Project management and administration skills to deliver results.</li> <li>Interpersonal skills to build collaborative relationships with all stakeholders.</li> </ul>



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Training that will be provided by the CCF:	<ul style="list-style-type: none"> <li>Coached and supported to do each responsibility by an experienced CCF member and the CCF Executive Committee.</li> </ul>
Benefits for the volunteer:	<ul style="list-style-type: none"> <li>Increased skills and self-confidence.</li> <li>Contributing to grow the CCF community.</li> <li>Practice field for developing and practicing administration skills.</li> </ul>
Benefits to CCF:	<ul style="list-style-type: none"> <li>Well-operating organisation.</li> <li>Improved viability, reputation, credibility, brand and impact of CCF.</li> </ul>
Other requirements of the role:	<ul style="list-style-type: none"> <li>Induction training.</li> <li>Police check (if required).</li> <li>Medical check (if required).</li> </ul>
Name of volunteer	
Start date:	
End date:	
Hours and days required per week:	
Learning needs:	
Any other training required (please describe):	
Any other special conditions (please describe):	
Mentor:	
Volunteer signature:	
Executive signature:	
Date:	
Date of review:	
Last person in position:	
Last person's learning insights and tips:	