



Secretary Position Description

Role and Responsibilities

As Secretary you will report to the Director and the Board. You will be responsible for assisting with the administration of Our Rainbow House Inc. As with all Board positions, this is a voluntary role. In accepting the position, the Secretary undertakes:

- To work with the Director and Board Members to assist with the running of the Project.
- To be guided by the mission and values set out in the Our Rainbow House Mission Statement.
- To ensure compliance with the policies and procedures of Our Rainbow House Inc.
- To also undertake the roles and responsibilities of Ordinary Board Members. (See Ordinary Board Member Position Description).

Additional Responsibilities

The role of Secretary is varied. This will include but is not limited to:

- Working with the Board to:
 1. Ensure Our Rainbow House develops in the appropriate direction.
 2. Ensure that Our Rainbow House operates in an ethically, environmentally, and socially responsible fashion.
 3. Prepare (or review existing) Business Plan and Succession Plan annually.
 4. Ensure all legal requirements are met.
- Taking minutes at each Board Meeting, sending them to the Australia Office for checking, and circulating to Board members (ideally within 48 hours of the meeting).
- Taking minutes at each General Meeting, sending them to the Australia Office for checking, and circulating to members of Our Rainbow House (ideally within 48 hours of the meeting).
- Carrying out administrative duties as assigned by the Board Chair.
- Promoting Our Rainbow House in the community as opportunities arise.
- Serving (as nominated by the Board) in negotiation with other organisations.
- Working with Administration Staff to:
 1. Maintain a register of members.
 2. Handle the procedures for the admission of new members.
 3. Handle the resignation for the admission of members.
 4. Handle the procedures for the discipline, suspension, and expulsion of members if necessary.
 5. Organise General Meetings and notify members in advance.
 6. Receive nominations for positions on the Board.
 7. Maintain all documents and files and make them available to members on request.

Qualifications and Education Requirements

- Any qualifications and experience in administration, human services or people-centred jobs will be well regarded. An administrative background would be beneficial.

Preferred Skills

- A positive attitude and good people skills
- Ability to work methodically, accurately and neatly
- Good oral and written communication skills in English
- Reliable and punctual
- Able to work as part of a team
- Good leadership skills
- Good computer skills (Word & Excel)

NOTE: This position description is not intended to be all inclusive therefore you may be required to perform other related activities that are within your capabilities, as negotiated, in order to meet the ongoing operational needs of the organisation. All positions are ultimately accountable to the Director.

All new Our Rainbow House Board Members will be required to undergo a police check.

For more information or to express your interest please contact Alison Ray – alisonjray@ourrainbowhouse.org.au