

Secretary position description

The secretary is a formal position within the management committee and accordingly must be present at management committee meetings. Furthermore, the secretary must provide reports to the management committee and Coordinator as required throughout the year.

Skills required

- Capacity to work well with people
- Time management skills
- Basic computer skills (word processing at least)
- Willingness to take direction from management committee
- Minimum 1 year commitment
- Passion for homebirth

Specific duties

- To load Agenda and minutes to the HBA Committee Facebook group and G Drive 48hrs before and after meetings
- Chair meetings alongside the Coordinator
- Schedule meetings in Zoom and create events in Facebook committee group.
- Ask committee members for agenda items at least a week prior to next meeting.
- Keep in regular contact and liaise with committee via HBA committee facebook group, monthly meeting or email
- Monitor info@homebirthaustralia email address and forward any enquiries to relevant people within the committee
- Work with the Coordinator in order to ensure all reporting is undertaken as necessary
- Attend all monthly committee meetings
- Adhoc tasks related to organising meetings such as keeping receipts etc
- 1 year commitment to role
- Agreement to transition incoming committee member to new role over a number of months if required

Time commitment

Time commitments vary, but approximately 3-4 hours per month.