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## Secretary Position Description

The Secretary (and Doubles, when they are stepping up as Secretary) will be expected to:

- Attend regular teleconferences (times and frequency determined by the Executive)
- Attend 4 x 3 full-day face to face meetings in Sydney per year
- Attend 1 day pre-meeting and 4 day National Forum
- Participate in Executive E-list discussion and decision-making
- Participate in the creation, editing and/or approval of Scarlet Alliance documentation
- Contribute to decisions on the E-list - minimum 10 hours volunteer work per week

Furthermore, it is within the Secretary's role to:

- Formulate meeting agendas with the President and CEO and distribute agendas to the executive
- Coordinate meeting times and remind executive members of meeting times
- Minute meetings, and distribute the minutes to those in attendance
- Monitor and track the progress of Executive list decisions and prompt/contact Executive members for quorum and advise when quorum is reached
- Coordinate and draft all communication between the Executive and Scarlet Alliance membership
- Coordinate elections in consultation with the Executive
- Contribute to induction/orientation of new Executive members and others (coordinated with President and Vice President)
- Advise the Executive on the constitution
- Coordinate completion of annual incorporated association documents

All Scarlet Alliance Executive Committee members are responsible for the governance of the organisation.

This includes contributing to:

- Strategic planning
- Strategic steering
- Providing financial oversight
- Risk management
- Delegations
- Organisational policies & procedures
- Managing conflicts of interest
- Complaint resolution
- External relationships, advocacy, representative & marketing