



Statement of Duties

Role:	Board Secretary (volunteer)
Volunteer:	Vacant
Start date:	ASAP
Duration:	12 months
Location:	Dandenong
Reports to:	Chief Executive Officer
Internal Liaison:	CEO, Staff

ORGANISATION INFORMATON

Wellsprings for Women is a Not for Profit community based neighbourhood house, that provides educational and recreational programs and social support for isolated and disadvantaged women in Dandenong, Casey and Cardinia. Wellsprings operates with the help of 30 staff and 80 volunteers and 7 Board members. Wellsprings was established in 1994 and continues to serve over 500 women every week.

Duties:

The role of the volunteer Board Secretary is to undertake duties relating to compliance and paperwork preparations for monthly Board meetings

This role would be required to do the following:

- Attend Board meetings once a month and take minutes
- Prepare and circulate Board Minutes
- Lodge required documents with Consumer Affairs Victoria and ACNC
- Ensure Board's procedures are accurately carried
- Maintain familiarity and knowledge of the relevant governance acts

Responsibilities:

- Adhere to the Organisation's Volunteer Policy
- Commit to attend Board meetings once a month (on 3rd Thursday of each month from 5pm to 7pm) – Majority of meetings are on line via Zoom
- Take accurate minutes of the Board

- Maintain confidentiality of organisational activities at all time
- Act in the best interest of the organisation at all times
- Raise and attempt to resolve disputes in constructive way

Required Skills and attributes :

- Consultation
- Negotiation
- Excellent writing skills
- Time management skills
- Knowledge of governance and compliance requirements
- Commitment to undertake the duties of the Board secretary on regular basis

Expression of Interest:

For any inquiries and to submit your Expression of interest detailing your skills, qualification and experience please contact: Dalal Smiley, Chief Executive Officer

Email Dalal@wellspringsforwomen.com Telephone: 0419750360