

# ROLE DESCRIPTION

*The purpose of institutional research is to provide objective, systematic and thorough research that supports the institution's enrolment goals, planning, policy formation and decision making.*

## Secretary

|                            |   |
|----------------------------|---|
| <b>CLASSIFICATION</b>      | Volunteer (fixed term, 2 years)   |
| <b>REPORTING TO</b>        | Executive Committee and General Assembly  |
| <b>CURRENT OCCUPANT</b>    | Zaunayat Khan   |
| <b>TO DISCUSS THE ROLE</b> | Please contact the AAIR Secretariat for a deeper understanding of what is involved:<br><br>☎ 0425 850 476<br><br>✉ <a href="mailto:info@aair.org.au">info@aair.org.au</a> |
| <b>HOW TO APPLY</b>        | Email a brief expression of interest to the AAIR Secretariat at <a href="mailto:info@aair.org.au">info@aair.org.au</a>  |

## 1. Role Summary

Are you looking for a little something extra to add another string to your bow? Show off your skills, learn some new ones, while also helping your Association.

Imagine what it would be like if everyone in your Association knew your face and knew your name. Your profile would instantly be raised amongst your peers.

AAIR is seeking a financial member to nominate for the position of Honorary Secretary on the AAIR Executive Committee.

This is a fantastic professional development opportunity to increase your knowledge of the sector and gain an in depth understanding of higher education issues at the international and domestic levels.

This is great opportunity for you to advance your own professional development and become more involved in your Association.

The Honorary Secretary holds office under the AAIR Rules (<http://air.org.au/about/rules/>).

## 2. Key Responsibilities

The key responsibilities of this role include:

- ▶ coordinating the preparation of agendas and minutes for general meetings (annual and special/extraordinary) and Executive Committee meetings
- ▶ coordinating as necessary (solely or by delegation by the Secretary) action item reminders to those responsible, advising that follow-up action is required
- ▶ handling and coordinating all official correspondence
- ▶ ensuring all records, documents and securities of the Association are maintained in accordance with the [Rules clause 31](#)
- ▶ overseeing the membership and mailing lists portfolio to ensure correct maintaining of records for all membership types, including general membership, honorary, life, retired members, etc. in the Register of Members
- ▶ facilitating constitutional and rules/bylaws updating and revisions
- ▶ obtaining any legal advice as required
- ▶ overseeing the completion of the Association's Annual Report, and ensuring that it is completed in time for submission to the Annual General Meeting
- ▶ preparing the annual return to Consumer Affairs Victoria
- ▶ facilitating the nominations of officers and ensuring that nominations comply with the Association rules
- ▶ acts as the Returning Officer, overseeing the conduct of elections and advising the Executive on the procedures and format for elections
- ▶ acting as the Secretary in compliance of the *Associations Incorporation Reform Act 2012*.

### 3. Key Relationships

Working relationship with:

- ▶ AAIR Executive Officer
- ▶ AAIR President
- ▶ AAIR Executive Committee
- ▶ Consumer Affairs Victoria.

### 4. Delegations

- ▶ Access to an AAIR email address
- ▶ Access to AAIR bank account and MYOB
- ▶ Access to Consumer Affairs Victoria AAIR account.

### 5. Selection Criteria

- ▶ [Rule 25.1 Eligibility of candidates](#): A person shall be eligible for election as an officer or as an ordinary member of the Committee if such person has been a financial member for a period of at least eleven months pursuant to [Rule 24.2\(2\) Composition of the Committee](#).
- ▶ It is a prerequisite that a person who wishes to run for the position of Secretary must be a financial member of AAIR.

### 6. Benefits

Some benefits to the successful applicant include:

- ▶ hands on involvement in your Association
- ▶ having a broader profile in the sector
- ▶ professional development experience to add to your curriculum vitae especially with respect to secretarial
- ▶ potential flow-on to/from your own work.

## 7. Additional Information

### 7.1 GOVERNANCE

The business and affairs of AAIR are managed by the Executive Committee constituted under [Rule 23](#).

The powers and responsibilities of the Executive Committee include managing the business and affairs of the Association, appointing volunteers, creating subcommittees, and delegating any of its duties to such volunteers and subcommittees. The Committee may appoint staff for a period and on such other terms and conditions as may be determined by the Committee. Appointments are periodically reviewed.

Further information about AAIR and the Executive Committee is available in the Rules at <http://air.org.au/about/rules>.

### 7.2 OCCUPATIONAL HEALTH AND SAFETY (OH&S)

As AAIR has no employees as such, contractors and volunteers in honorary positions are responsible for their own health, safety, and wellbeing in accordance with the relevant legislation in the country of their residence.