



WAI Australian Chapter – National Committee Position Description National Secretary - Volunteer Only Role

The WAI Australian chapter strives to promote and support an inclusive and diverse aviation/aerospace industry. We aim to support this through demonstrating and celebrating diversity and inclusion in our own organisation and membership. We encourage applicants to apply regardless of race, gender, sexual orientation, religion, ethnicity or nationality.

Ideally you have:

- A passion and alignment to our mission
- Board experience or training
- Understanding of NFP compliance framework

Essential requirement:

- Must be an active financial member of both WAI International and WAI Australian Chapter throughout the entirety of the time the position is held. (not required for application, however must be done prior to official nomination or election)
- Time to commit approximately 1-2 hours a week (this varies)

Secretary is responsible for:

- Knowing the rules of the organisation and taking responsibility for all the legal requirements of incorporation
- Ensuring all correspondence and official records of the association (other than financial records) are up to date, accurate and in order and available to be looked at by those authorised to do so
- Assisting the Chair and Executive Officers to organise Board meetings
- Ensuring that meeting papers (agenda, correspondence and previous minutes) have been distributed.
- Ensuring the minutes of the meeting are taken, either by the Secretary or delegated to a minute taker.
- Working with the Chair to ensure the meeting runs smoothly
- Working with the Chair and Executive Officers to ensure all correspondence that relates to the Board or committee is dealt with in a timely manner
- It is the duty of the Secretary to keep minutes of all appointments of office-bearers and members of the committee, and the names of members of the committee present at a committee meeting or a general meeting, and all proceedings at committee meetings and general meetings
- Contribute to overall board decision making
- Attendance at virtual committee meetings

Appointment Term

- 2-year term, with the potential of 4 in this role (subject to constitution requirements, such as casual vacancies)

Please also refer to the Board Members General Obligation Document.

