

Position Description



Volunteer Position Title:	State Committee Secretary
Team / Program:	State Committee
Time Commitment:	Preferably 24 months Approximately 3-5 hours per week and attendance at monthly committee meetings
Reporting To:	State Committee Chair
Screening / Training / Accreditation Requirements:	<ul style="list-style-type: none"> • Police Check • Working with Children Check

Description of the volunteer role:

The Secretary is responsible for the documentation and communication of activities of the committee. In this role, the Secretary will provide administration support including preparing and distributing the agenda, record and distribute the minutes, receive and disseminate correspondence and other relevant matters as required.

The ideal candidate will have previous club administration experience; possess strong organisational and communication skills.

Key Responsibilities:

- Support the Chair in the preparation and planning of regular committee meetings. This includes preparing agendas for distribution, documenting minutes of the meeting and ensuring the smooth running of the committee.
- Be the point of contact for all communication lines between the State Committee and:
 - Club Leadership teams within the relevant State
 - SOA Central Office
- This includes, but is not limited to, emails, newsletters, notices, queries, etc

Competencies, Skills, Experience, and Education:

	Essential	Desirable
Competencies / Skills	<ul style="list-style-type: none"> • Excellent organisation and communication skills • Work productively with other committee members • Committed, ambitious and determined 	<ul style="list-style-type: none"> • Possess business acumen, vision and strategic planning abilities • Passionate and flexible
Experience / Education	<ul style="list-style-type: none"> • Experience in working in a similar role 	<ul style="list-style-type: none"> • Experience working with people with intellectual disabilities • Experience within a sporting organisation is a plus

Special Olympics Australia

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Performance Area	Key Tasks	Performance Indicators
Committee	<ol style="list-style-type: none"> 1. Attend scheduled committee meetings and take minutes 2. Be acquainted with any reports, correspondence or business which is to be presented at the meeting 3. Fulfil administrative support tasks in support of the chair and committee 4. Attend Special Olympics events, especially those hosted within the state 5. Make decisions that are fair and equal to all members 6. Be acquainted with Special Olympics terms of reference and member guidelines 	<ol style="list-style-type: none"> 1. Ensure meeting minutes are accurately recorded and disseminated to committee members in a timely manner 2. Timeline communication of relevant correspondence or business matters to committee members as required 3. Administrative support tasks for the committee are addressed in a timely manner 4. Events attended where appropriate 5. Decision making has been fair and unbiased for all committee and members

Key Relationships And Interactions:	
Internal	Club committee and members, Sports Development Manager, central office staff, athletes and volunteers
External	Parents / carers, sponsors and partners, corporate volunteers

Special Olympics Vision and Mission	
SOA Vision	Everyone with an intellectual disability has the opportunity to participate in sport
SO Mission	We create accessible sports training, coaching and competition pathways so that people with an intellectual disability can reach their personal best, in sport and in life.
About Us	Special Olympics Australia is a not-for-profit organisation that provides regular sports training, competition opportunities and development programs for people with an intellectual disability across Australia. Special Olympics Australia is committed to protecting children, young and vulnerable people from harm. We ask that all our volunteers undergo a thorough screening process prior to appointment.
Athletes Oath	'LET ME WIN. BUT IF I CANNOT WIN, LET ME BE BRAVE IN THE ATTEMPT.'