



BOARD SECRETARY

Position Responsibilities & Requirements

Position Summary

This is an elected Director position on the HikeWest Board. The primary function of the Secretary is to coordinate and support the administrative and compliance functions of the board and its executive management in accordance with HikeWest's governing documents and policies. This includes facilitating HikeWest's governance processes, supporting the operation of the board, and maintaining up-to-date organisational records.

Term

An elected Director may serve for a term of three years and may opt to stand again for a second three-year term for a maximum period of six consecutive years.

Responsibilities

- maintain up-to-date registers of Board members and HikeWest members;
- monitor and coordinate the correspondence of the Association;
- coordinate the scheduling of meetings and the distribution of meeting agenda and papers;
- participate in Board meetings and record and distribute concise, accurate minutes of Board meetings & AGM;
- have strong familiarity with HikeWest's governing documents (Rules and By Laws), internal policies and procedures, and ensure i) they are observed by the Board and committees; and ii) they are updated when appropriate and remain compliant;
- ensure all documents, records and registers of the Association, other than those under the responsibility of the Treasurer, are kept in safe custody and are easily retrievable;
- comply with the duties of the Secretary specified in HikeWest's Rules of Association.

Skills and experience

- Preferably prior Board or committee experience (corporate or not-for-profit);
- Proficiency in relevant computer skills, including use of MS Word;
- Relevant organisational skills;
- Prior active interest in bushwalking / hiking is not a pre-requisite, but would be useful, as the Secretary is also expected to contribute where possible in Board discussions and decisions on matters of importance to bushwalking and bushwalkers in WA.

Required Personal Attributes

- **Motivated:** committed to contributing and fulfilling the position responsibilities to support the Board in fulfilling HikeWest's mission.
- **Communicative:** able to contribute very effectively with the Board as part of a team; able to liaise effectively with members and other stakeholders when required.
- **Productive:** well organised, able to prioritise and meet deadlines, disciplined.
- **Ethics:** professional, open and accountable.

Training provided

The retiring Board Secretary is happy to help with handover and transition.

Expressions of interest

If you are interested in this voluntary position or finding out more about the role, please contact the President at president@hikewest.org.au.