

## Seeking:

### **Sport Climbing Australia Board Member : Secretary**



The Secretary role requires a diligent and well organised person. You will be required to prepare agendas and take minutes of the monthly board meetings. The Secretary is also responsible for answering general enquiries from the membership and general public and communicating board decisions. You will need to record and update key documents related to the running of the SCA.

#### **Main Job Tasks and Responsibilities**

- prepare and manage correspondence, reports and documents
- organise and coordinate meetings and agendas
- take, type and distribute minutes of meetings
- maintain schedules and calendars
- handle incoming mail and other material
- communicate verbally and in writing to answer inquiries and provide information

#### **Key Competencies**

- verbal and written communication skills
- attention to detail
- confidentiality
- planning and organizing
- time management
- initiative
- reliability

The role of secretary and board member is outlined in the SCA [constitution](#)

**Application process:** Please send a 1 page expression of interest addressing your ability to meet the above roles and responsibilities to [info@sportclimbingaustralia.org.au](mailto:info@sportclimbingaustralia.org.au) by COB Monday 13<sup>th</sup> June.