

Expression of Interest

Executive Position - Secretary



Background

ANSA QLD Executive is seeking expressions of interest from an interested member to temporarily fill the role of Secretary until the AGM in September. The role is completely voluntary and offers the individual opportunity to be part of a dynamic, motivated and passionate team who are interested in maintaining and enhancing fishing experiences and opportunities for clubs and members based on the core values of sport, conservation and integrity. This is your opportunity to lend a hand and help us to make a difference.

Duties and responsibilities of Secretary

Provide administrative and secretarial support for the executive, including

- Scheduling of meetings and preparation & distribution of associated paper work (agendas, reports, briefs, etc)
- Preparation and distribution of correspondence, special reports and other material as required
- Be a nominated contact for enquiries via phone/fax, e-mail and mail.
- Be the nominated secretarial contact on the Renewal Notice for the Incorporation of ANSA Qld to the Office of Fair Trading
- Be willing to gain a knowledge in (and abide by) the Constitutional Rules and By-Laws and be able to respond to inquiries regarding policies rules, by-laws and events that relate to ANSA Qld Inc.
- Be aware of the Incorporations Act, and knowledgeable in the requirements for re-registration or willing to learn
- Attend executive meetings and the Annual General Meeting.
- Prepare and distribute the meeting minutes to the State Executive and associated ANSA Qld Clubs.
- Maintain ANSA Qld records including: meeting minutes, correspondence, secretarial expenditure etc
- Assist / participate in ANSA Qld events where possible.

Interested members are not expected to know how to do all of the above before starting and will be given support to help get them up to speed!

How many meetings are there?

There are 3-4 teleconferences held through messenger and 3 face to face meetings a year. Face to face meetings always have a fishing component. These are:

- Interclub competition (this year it was the Bribie Island bash)
- State-wide meeting (this year it is the Bundaberg Sportfishing Conference in September)
- Expedition (this year it will be held in Cooktown in July)

Executive are encouraged to attend all of the teleconferences and try to get to two of the face to face meetings a year. There is partial travel and accommodation re-imbursment offered to help executive attend these face to face events, but this does not cover all expenses.

How do I express interest?

Simply send an email to preseident@ansaqld.com.au to confirm interest by 1st June 2018. Feel free to include any other background information about your skills or constraints in the email.

How do I find out more?

Feel free to call Nathan Johnston, President on 0400221055 to talk more about the opportunity and expectations.



Sport – Conservation – Integrity