**QUDA Secretary - Job Description**

**Summary**
The Secretary is the chief administration officer of QUDA. This person provides the coordinating link between members, the management committee and outside agencies.

**Responsible To**
The secretary is directly responsible to the President of QUDA and the members of QUDA.

**Tasks**
The Secretary should:
- Prepare the agenda for committee meetings in consultation with the President.
- Make arrangements including venue, date, times for committee meetings.
- Send adequate notice of the meetings.
- Collect and collate reports from committee members.
- Take the minutes of meetings.
- Distribute minutes to the committee and QUDA members.
- Maintain files of legal documents such as constitutions, leases and titles.
- Read, reply and file correspondence promptly.
- Call for and receive nominations for committees and other positions for the annual general meeting.
- Collate and arrange for the printing of the annual report.
- Assist the Executive Committee in the development of one-year operational plans.
- Assist the Executive Committee in the creation, renewal and approval of new QUDA policies for good governance where needed.

**Benefits**
Being the Secretary of QUDA is an opportunity to contribute to the development of Flying Disc sports within Queensland. The QUDA Board is a friendly, dedicated team who welcomes new members. Benefits include:
- 100% of expenses reimbursed (e.g. administration and training) related to the role of Secretary;
- Uniform;
- Discounted fees;
- Access to training and development workshops and seminars.
- Opportunity to attend the annual AFDA National Volunteer Conference.
- Opportunity to attend the annual AFDA National Administrators Conference.
- Opportunity to work in a positive and encouraging environment.

**Essential Skills**
- Access to internet, email, MS Word, MS Excel or equivalent/compatible
- Strong written (especially email) and oral communication skills
- Be a member of the AFDA and QUDA and abide by their policies
- Work well in a team
Appointment terms and Time Commitment Required

- The Secretary is elected at the QUDA AGM and is appointed for a term of 12 months.
- The estimated time commitment required as the Secretary of QUDA is 10 hours per month.
- In addition, the Secretary will also be required to attend:
  - monthly Committee Meetings (approx 2 hours in length); and
  - the QUDA Annual General Meeting approx 1 hour in length.