



THE
ORDER OF AUSTRALIA
ASSOCIATION
VICTORIA BRANCH

Order of Australia Association Victoria Branch Minute Secretary Position Description

Position Description to be read in conjunction with 'Key responsibilities for all OAA VIC Branch Office Bearers and Committee members' **and** 2024 Meeting & Events Schedule

Purpose of Position

To undertake the administrative requirements in taking and preparing draft minutes of VIC Branch meetings, Regional Group Representatives meetings and VIC Branch Annual General Meeting.

Providing support to the VIC Branch Secretary and committees as required.

Minute Secretary

Victoria Branch Committee Meetings

- a) Prepare draft Minutes for each VIC Branch committee meeting for approval by VIC Branch Chair; when approved Chair will email draft minutes to VIC Branch Secretary for distribution to VIC Branch committee within seven working days of the meeting.
- b) VIC Branch Secretary prepares meeting Action Lists as required.

Regional Group Representatives Meetings

- a) Prepare draft Minutes for each Regional Group Representatives meeting for approval by VIC Branch Regional Groups Co-ordinator; when approved VIC Branch Regional Groups Co-ordinator will email draft minutes to VIC Branch committee and Regional Group representatives within seven working days of the meeting.

Annual General Meeting VIC Branch

Prepare draft Minutes of the AGM for the approval of the VIC Branch Chair and when approved Chair will upload a copy on the OAA national website – VIC Administrative pages.

Other

- a) Assist in the preparation of Vic Branch Committee Meeting Agendas in conjunction with Branch Chair if the Branch Secretary is not available.
- b) After discussion with Branch Chair, carry out other administrative requirements related to skills.

Criteria

- High level of efficiency and confidentiality
- Timely finalisation of Minutes needs to be noted
- Use of Microsoft Office essential

Current 29 January 2024