



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 2025 Meeting & Events Schedule

Purpose of Position

To undertake the administrative requirements in taking and preparing draft minutes of VIC Branch meetings, including 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 the approval of the VIC Branch Chair; when approved Chair will email draft minutes to VIC Branch Secretary for distribution and filing within seven days of the meeting.
- b) VIC Branch Secretary prepares meeting ACTION Lists as required.

Regional Group Representatives Meetings

Prepare draft Minutes for each Regional Group Representatives meeting within seven working days of the meeting for the approval of the VIC Branch Regional Groups Coordinator.

Within five working days of receiving the draft minutes VIC Branch Regional Groups Coordinator will distribute to VIC Branch committee and RG Representatives.

Annual General Meeting

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.

Other

- a) Use the Order of Australia Association Office 365 account allocated email address for all communication.
- b) Assist in the preparation of Vic Branch Committee Meeting Agendas where required.

Criteria

- High level of efficiency and confidentiality
- Timely finalisation of Draft Minutes
- Use of Microsoft Office essential