



ABOUT ETHNIC+

Ethnic+ ...because we're more than just our ethnicity. The purpose of this group is to understand and be understood.

This group is intended to be a safe space where ethnic people, especially those who identify as part of the LGBTIQ+ community can find and discuss resources to help them navigate the specific challenges they may face in coming out to their families.

This group is also intended (and encourages the participation of) for allies who want to learn how to be better allies.

POSITION DESCRIPTION

SECRETARY

RESPONSIBILITIES

- The Secretary will be the Committee secretary and will prepare and keep all records of the Committee, including the agenda, minutes and any reports or recommendations.
 - The Secretary, or their nominee, may be tasked to undertake research and writing tasks for the Management Committee.
 - Calling meetings of the Association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President of the Association
 - Keeping minutes of each meeting
 - Keeping copies of all correspondence and other documents relating to the association
 - Maintaining and managing the register of members of the association
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