



ABOUT ETHNIC+ INC.

Ethnic+ is a not-for-profit networking association for the CALD Rainbow community and its allies.

Ethnic+ understands that we are more than just our ethnicity. The purpose of this association is to understand and be understood through providing a safe place for members of the culturally and linguistically diverse (CALD) rainbow community and allies to meet, discuss and support each other through the specific challenges they may face.

POSITION DESCRIPTION

SECRETARY

REPORTS TO Management Committee

HOURS 4 to 8 Hours per Month

DESIRABLE SKILLS

- Methodical and organized
- Strong written and verbal communication skills
- Attention to detail
- Knowledge of committee procedures
- Prompt and timely response to correspondence
- Proficiency in Microsoft Office Suite

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.
- Manage the Ethnic+ Management Committee shared calendar which includes all meetings, events and recognition days.
- Manage the Ethnic+ inbox
- The Secretary, or their nominee, may be tasked to undertake research and writing tasks for the Management Committee.
- Call 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.
- Keep minutes of each meeting.
- Keep copies of all correspondence and other documents relating to the association.