

vets beyond borders

Position Type	Board Secretary
Duration	12 months
Responsible to	VBB Board
Main Role	Act as the secretary on the VBB board and as a contributing board member.
Key Task, Duties and Responsibilities	<ol style="list-style-type: none"> 1. Oversees all communications both within the organization and external 2. Oversees meeting agenda and board paper compilation 3. Ensures minutes of proceedings are made, confirmed and kept for all VBB Board meetings 4. Ensures President is provided with a draft agenda for Board meetings 5. Liaises with administrative staff- oversees tasks and work outputs 6. Acts in accord with requirements of a Secretary as listed in s16 of the Act (similar to company secretary responsibilities)
Time Commitment	Average weekly time commitment: 6 hrs
Equipment Needed	Access to a computer and internet
Skills or experience required	<ol style="list-style-type: none"> 1. Financial member of VBB 2. Previous experience in Not-For-Profit or organisational governance 3. Passionate about the organisation and animal welfare 4. Based in the wider Sydney region 5. Able to attend quarterly board meetings in Sydney

Apply	Please email your application letter and resume to volunteerpositions@vetsbeyondborders.org .
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