# Job Description – ACT Wildlife Secretary

## Job Duties and Responsibilities

### Major responsibilities

* Respond to all official correspondence from email [secretary@actwildlife.net](mailto:secretary@actwildlife.net)
* Give notice of all meetings 7 days prior to the meeting, and 30 days prior to the Annual General Meeting.
* Prepare and circulate Agenda.
* Keep full and correct minutes of Committee meetings, including a record of members present.
* Keep full and correct minutes of the AGM.
* File Agenda and Minutes into ACT Wildlife electronic storage system.
* Provide active members new procedures and updated information when required.
* Oversee the volunteer database and records.

### ACTW Secretary reports to

* Committee and any sub-committees.

### ACTW Secretary liaises with

* Members of ACT Wildlife
* Request and receive monthly reports from Species Coordinators to be tabled at Committee meetings.
* All members of the Organisation.

Knowledge, Skills, and Abilities

Essential: be a member