

Role Title	Secretary	Committee Group	Executive Committee
Location	National	Minimum Requirements	RTAA Financial Member
Overview	<p>The role of <b>Secretary</b> is one which primarily focuses on management of membership, recording proceedings of meetings, managing official documents for the RTAA and acts as an account signatory.</p> <p>The RTAA Secretary role is a voluntary role which requires the incumbent to be flexible in terms of meeting the requirements and needs of the Association; therefore, it is not bound to specific days or hours of work input.</p> <p>However, the key criterion for success is a high level of personal professional service to the Association to meet the needs of the RTAA, its Members and those interacting with the RTAA</p>		
Statutory obligations	<p>The Secretary of the Association must, as soon as possible after being appointed as Secretary lodge a notice with the Association of his or her address.</p> <p>Within 28 days after taking office must, in a form required by the act or regulation, notify the Director-General:</p> <ul style="list-style-type: none"><li>a) Full name and date of birth</li><li>b) Address for service</li></ul> <p>The fact they have taken office as a public officer.</p>		
Minimum Time Commitment over the term	<ul style="list-style-type: none"><li>• Monthly teleconference management meetings (30mins each)</li><li>• Formal Management Meetings (2 x 1.5 hours)</li><li>• AGM (1.5 hours)</li><li>• Attendance at RTAA Technical and Networking Events as required</li><li>• Attendance at RTAA and Industry Events as required, included Field Day, AusRAIL etc.</li><li>• “Day to day” duties (&lt;1 hour / week)</li></ul>		
Length of Term	12 months	Term Expires	30 November 2019
Nominations Accepted by: EMAIL: <a href="mailto:businessmanager@rtaa.org.au">businessmanager@rtaa.org.au</a> Or online via the nomination portal		Nominees will be voted at the AGM	
Role Description			
<p><b>CONTEXT</b></p> <p>The RTAA is an inclusive Association that promotes knowledge sharing and fosters collaboration within rail and across other industries throughout Australia, whilst continuing to be sustainable.</p> <p>The RTAA’s key objectives are:</p> <ol style="list-style-type: none"><li>1. Make rail more inclusive for everyone</li><li>2. Grow our national footprint</li><li>3. Promote knowledge sharing</li><li>4. Foster collaboration</li></ol>			

5. Uphold Sustainability

**RESPONSIBILITIES AND EXPECTATIONS**

- a) Report to the President
- b) Ensure that all duties as prescribed for Public Officer of the RTAA are carried out.
- c) Ensure that the Association is managed in accordance with the current Associations Act
- d) Assist the Treasurer in submitting Annual Returns to the Department of Fair Trading
- e) Perform duties as a signatory for the RTAA bank account.
- f) Assist in the maintenance and updating of the Constitution, when necessary to ensure legal compliance and reflect the Members requirements
- g) Ensure that all duties regarding the AGM and management committee meetings are carried out as prescribed according to the Constitution.
- h) Act as signatory for official RTAA documents including signing the minutes of the AGM and other management committee meeting minutes.
- i) Ensure that an up to date and accurate list of membership of the Association is maintained.
- j) Assist the Executive Committee in the decision-making process with regard to the running of the Association.
- k) Assist the Executive Committee in providing direction to the business manager.
- l) Provide approval for expenditure when required as a member of the Executive Committee.

Reviewed By:	President	Date:	02/11/2019
Approved By:	President	Date:	02/11/2019
Last Updated By:	President	Date:	02/11/2019