

<b>Executive Position</b>	Secretary	<b>Minimum Requirements:</b>	RTAA Financial Member
<b>Overview</b>	<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>	<b>Statutory obligations:</b>	<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> <ol style="list-style-type: none"> <li>Fullname and date of birth</li> <li>Address for service</li> <li>The fact they have taken office as a public officer.</li> </ol>
<b>Constitutional obligations</b>			
<b>Minimum Time Commitment over the term:</b>	<p>Fortnightly Executive Committee teleconference (30mins/fortnight)</p> <p>2 x Management Meetings (3 hours)</p> <p>1 x AGM (1.5 hours)</p> <p>Attendance at RTAA Technical and Networking Events as required</p> <p>Attendance at RTAA and Industry Events as required, included Field Day, AusRAIL etc.</p>		
<b>Length of Term</b>	12 months	<b>Term Expires</b>	November 2019
<b>Nominations Accepted by: EMAIL: <a href="mailto:businessmanager@rtaa.org.au">businessmanager@rtaa.org.au</a> Or online via the nomination portal</b>		Nominees will be voted at the AGM	
<b>Role Description</b>			
<b>Specific duties:</b>			
<ol style="list-style-type: none"> <li>Ensure that all duties as prescribed for Public Officer of the RTAA are carried out.</li> <li>Ensure that the Association is managed in accordance with the current Associations Act</li> </ol>			

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

Reviewed By:	Thomas Kerr	Date:	4/10/2018
Approved By:	Thomas Kerr	Date:	4/10/2018
Last Updated By:	Lynne Greenaway	Date:	4/10/2018