



Position Description

HONORARY SECRETARY

Ballarat Wildlife Rehabilitation & Conservation Inc (BWRAC) was established by Ballarat wildlife carers and veterinary professionals to respond to the growing need for specialised care of sick and injured wildlife in Ballarat and surrounding areas.

BWRAC also support and promote wildlife conservation through education, advocacy and research.

Ballarat Wildlife Rehabilitation & Conservation Inc (BWRAC) was incorporated on 20 July 2022. We are an incorporated association, and a registered charity supporting carers in the rescue and rehabilitation of wildlife. We are also registered for Fundraising.

The role of **Secretary** entails collaborating with internal and external partners to ensure BWRAC's compliance with various authorities and regulations for the smooth and efficient running of the organisation.

You will manage timelines and be familiar with the various regulatory deadlines, and work with our leadership team and executive committee to understand BWRAC's operational and regulatory requirements needed to support BWRAC in the advocacy for and rehabilitation of wildlife.

The ability to communicate clearly and effectively is an integral part in raising awareness and advocating for the protection of native wildlife in the Ballarat and surrounding area.

Secretary responsibilities:

The *Associations Incorporation Reform Act 2012 (Vic)* (**the Act**) require an organisation incorporated in Victoria to have someone nominated at all times as 'secretary' for the organisation.

The Act sets out a number of the duties and requirements for the role of secretary. The person nominated as 'secretary':

- Is the 'contact person' for the organisation. They must agree to give their details (such as name and address) to the Registrar of Incorporation (**the Registrar**) for this purpose. The secretary has an ongoing administrative role in the organisation, particularly in relation to providing information to CAV.
- Must be over 18 years of age, be a resident in Australia and consent to be the organisation's secretary.
- May also hold other office bearer positions in the association.
- Deal with memberships and keeping records of the organisation and maintain an accurate and current register of members.



BALLARAT WILDLIFE REHABILITATION & CONSERVATION INC (BWRAC)

- Organise meetings (for example, sending notices of meetings, drafting the agenda, writing and distributing minutes of meetings).
- Deal with applications to join the association and membership records (for example, keeping the organisation's register of members up to date).
- Receive, assessing and deciding on members' requests to have access to their personal information on the members' register restricted.
- Maintain (safe keep) particular documents and records of the association (for example, keeping copies of funding agreements or leases etc).
- Ensure BWRAC meets the record-keeping requirements in the Fundraising Act 1998 (Vic) (Fundraising Act), and the Fundraising Regulations 2019 (Vic).
- Maintain relevant records for a period of seven (7) years in accordance with the various regulatory bodies (ACNC, CAV, ATO etc). Minutes and meeting documentation will be kept indefinitely.

Relevant records will include:

- the members register and other membership records
- financial records and statements
- records and documents relating to transactions, dealings, business or property of the association, such as:
 - the original application for incorporation; the certificate of incorporation,
 - originals of documents lodged with CAV and related correspondence (see part 8 of this guide: Reporting to Consumer Affairs Victoria), and
 - notices and minutes of meetings of members and the committee
 - certificates of title, documents relating to property (such as leases) and to other transactions, dealings, business activities or property of the association
 - government licences and certificates
 - insurance policies
 - contracts and other documents relating to transactions
 - Australian Taxation Office correspondence and documents
- The secretary shall keep a register (a list) of all official and relevant documents.
- Under the Fundraising Act, we must keep records containing full details of certain matters about its appeals for support. The Secretary shall work in consultation with the Treasurer to maintain all required records.
- File media clippings and images in the electronic filing system
- Any other matters as required by the committee.



Collaboration

- Interact with external members of the public and other businesses as the first point of contact within BWRAC and disseminate information accordingly.
- Maintain open channels of communication with collaborative partners (both internal and external), as required.
- Schedule meetings with your team and the executive committee to discuss communication strategies and set goals for activities that align with BWRAC's mission.
- Maintain correspondence in accordance with BWRAC document-handling policy and file documents on Microsoft OneDrive.
- Liaise with the Treasurer to ensure financial compliance is met.
- Collaborate with all BWRAC executives and sub committees to manage the BWRAC newsletter with issues at least four times per year.
- Work with other BWRAC members, including Executive members, to co-design and develop systems, policies and processes for BWRAC as required.
- Liaise with all relevant personnel to create an annual report.

Legal & Regulatory

- In collaboration with the BWRAC Treasurer, ensure compliance with registered fundraising reporting and ATO obligations.
- Comply with all ACNC and CAV requirements.

Governance

- Work with the BWRAC executive to ensure the ACNC Governance Standards are met. These are a set of core, minimum standards relating to charity governance and how a charity is run – including its processes, activities and relationships. REFER TO BWRAC's ACNC GOVERNANCE AGREEMENT.
- Ensure sub-committee team members comply with BWRAC policies and behave in a manner that is respectful, lawful, and responsible.
- Ensure all documentation is stored and filed in BWRAC's Microsoft OneDrive and labelled appropriately, along with agendas and minutes of sub-committee meetings recorded accurately and filed.

Skills & Competencies

- Manage and continue to develop existing document control systems.
- Ability to foster and build relationships.
- Exceptional communication skills that enable you to influence and motivate people.
- An aptitude to read, create and interpret policies and guidelines to ensure good governance of the organisation.
- Social media experience and web site maintenance.



- Advanced writing skills.
- Detail-oriented.
- Manage time effectively to identify, monitor and meet deadlines.
- Ability to work independently.
- An open mind and an ability to find innovative solutions.
- Apply critical thinking.
- Ability to lead and develop a team.
- Diplomacy, especially in times of stress.
- Be collaborative, supportive, professional and inclusive; and have a willingness to share information and to train others.
- Handle confidential information according to privacy principles and BWRAC's Code of Conduct.
- Willingness to uphold BWRAC values: leadership, respect, and integrity.
- An awareness that advocating for native wildlife can be confronting at times.

Preferred

Secretarial, administrative or similar background.

Experience in social media, communications or marketing would be advantageous.

An interest or background in wildlife conservation / biodiversity, and the local issues impacting wildlife or the willingness to learn.

Previous experience working in a not-for-profit team of volunteers.

QUALIFICATIONS: Current Working with Children Check.
Police check within the last three years.

MEETING OBLIGATIONS: The BWRAC executive committee will meet at least four times a year.

Regular communication with the communication sub-committee under your direction.

Timely response to emails from the BWRAC executive is essential.

Software and systems used by BWRAC:

Email & Communication - Microsoft 365 (Teams)

Microsoft Word & Excel

Mailchimp



BALLARAT WILDLIFE REHABILITATION & CONSERVATION INC (BWRAC)

Oracle NetSuite (Accounting)
Canva, InDesign & Photoshop
Zoom
Various social media platforms

Reporting relationships

Reports to:	BWRAC Executive
Responsible for:	BWRAC Communications sub-committee team
Internal relationships:	President, Vice-President, Community Education Director, Treasurer and the various sub-committees
External relationships:	Regional Community Groups (animal, environmental), other non-government organisations (NGOs), funding bodies and various authorities.

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