



AUSTRALIAN NETWORK for PLANT CONSERVATION INC

Position Vacant - ANPC Secretary

Are you an organised communicator with a passion for native plant conservation? Would you like to use your administrative and writing skills in a role which would help expand your network and influence in the plant conservation community?

The ANPC is seeking a volunteer Secretary to join our Executive Committee to assist our efforts in conserving our amazing plant diversity. This is a great opportunity to gain Executive Not-for-profit Committee experience! Election for the position will be held at the next ANPC Annual General Meeting (AGM) in November. You will need to be, or become, an ANPC member and complete a nomination form.

Role Description

The role of the Secretary is to support the chair (ANPC President) in ensuring the smooth functioning of the Management Committee. The Secretary plays a crucial part in ensuring the committee's processes and procedures run properly and that all legislative requirements regarding committee administration are complied with. The primary role of the Secretary is to take and distribute minutes of the Management Committee meetings and the AGM.

The Secretary's tasks include:

- Liaising with the President and Business Manager to plan meetings.
- Sending calendar invites to all committee members and staff for each meeting with an online link.
- Developing an Agenda in a timely and effective manner for review and approval by the Chair.
- Circulating Agenda, reports, previous minutes and other related committee papers in a timely manner.
- Attending meetings of the ANPC Executive, ANPC Management Committee and Annual General Meetings and ensuring a quorum is present.
- Accurately recording, distributing and maintaining meeting minutes for endorsement at next meeting including attendance, apologies and agreed actions.
- Ensuring that meeting minutes are signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.
- Ensuring the minutes and papers are properly archived for future reference.
- Keeping committee membership and staff contact lists up to date.
- Keeping the minutes of all elections and appointments of Executive members and Ordinary Committee members.
- Ensuring elections are held in line with stipulated procedures.
- Responding to and filing all committee correspondence.

GPO Box 1777 Canberra ACT 2601 Australia
ABN: 70 861 480 818

Telephone: (02) 6250 9509; Email: anpc@anpc.asn.au
Website: <http://www.anpc.asn.au>



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Qualities and Skills Required

- Organisational ability.
- Experience of committee work and procedures.
- Minute-taking experience.
- Sound familiarity with Microsoft Word, Adobe Acrobat and Outlook.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to maintain confidentiality.
- Ability to adhere to the ANPC's Values Statement.

Additional Information

Meetings of the **ANPC Management Committee** are held six times a year (bi-monthly) 12.30-2pm (Eastern Time) on Wednesdays, with options for remote participation via telephone or Zoom. The AGM is also held on a Wednesday in November.

At the ANPC, we're committed to using smart technologies to streamline our work and maximise impact. We use AI-assisted transcription to support efficient minute-taking, and we're open to adopting other practical tools that save time and enhance productivity across the organisation. The departing Secretary will be available for handover to the successful applicant and we can provide the following book: **Institute of Community Directors Australia. The Minutes Handbook: A Complete Guide for Not-for-profit Boards.**

Time Commitment

The role of Secretary requires an estimated commitment of approximately 7 hours per month.

How to Apply

If you're passionate about native plants and want to make a meaningful contribution, we'd love to hear from you! Please email your interest or any questions to the ANPC Business Manager Jo Lynch by **COB Friday 31 October** at business@anpc.asn.au.

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