



National Secretary

(pro-bono)

What is it?

The United Nations Association of Australia (UNAA) is seeking a new *National Secretary* to sit on the pro-bono national board of the organisation. The national board is the peak decision-making body of the UNAA group. The chosen candidate will have the opportunity to work in an exciting role as an office bearer of the national office, while growing their skills and gaining extensive experience with one of Australia's leading international affairs NGO's. Learn more about the UNAA at www.unaa.org.au.

Who can apply?

This role is open to all graduates over the age of 24. It would particularly suit a candidate with excellent communication skills whom has had previous experience working in a volunteer-based federated NGO.

What is involved?

The UNAA is looking to recruit a new *National Secretary* to lead the national board administration/Public Officer function of the national office as well as provide advice for improvement and oversight of the administration and legal compliance of the entire UNAA group. The role will require 1-3 hours per week working remotely, or if preferred from the UNAA's national office in Canberra. The *National Secretary* works as a key part of the UNAA National Executive Team so should be available 'on call' on reasonably flexible basis in addition to being able to fulfill quarterly board meeting requirements. The National Board meets every six months on a rotating basis around Australian capital cities for a face-to-face board meeting + strategy session, for which all pro-bono board members are expected to pay their own way. The UNAA is largely decentralised with employees and volunteers based all over Australia.



Applicants should possess strong financial acumen be self-starters, energetic, innovative, have high levels of integrity, able to maintain discretion on sensitive issues and a willingness to work on all manner of board administration and compliance related matters.

When is it?

Due to the timing of this vacancy arising this role will be co-opted onto the national board at the national board meeting scheduled for Sunday 19th November 2017. Nominations are now open, until 10 October. The outgoing National Secretary will provide a handover. UNAA National Board members have term limits as set by the National Constitution, in the case of the National Secretary this is 2+2years (recurring). The candidate should expect to fill their role for two to four years. Vacation of office can occur by either written resignation to the board or by the other means as defined in the National Constitution.

How do I apply?

1. Read the position description below.
2. Complete the Prospective Volunteer Application Form at <http://www.unaa.org.au/prospective-volunteer/> (~30 mins)
3. Send a brief written expression of interest (cover letter + CV) to admin@unaa.org.au, ideally supported by at least one current member of the UNAA National Board. Include the subject line "UNAA National Secretary 2017".

APPLICATIONS OPEN 5 September 2017 (and will remain open until 10 October 2017)

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED – We are unable to provide feedback on individual applications.

For any more information please contact admin@unaa.org.au.



POSITION DESCRIPTION

Position name:

UNAA National Secretary

Location:

UNAA National Office

Suite 206, Griffin Centre, 20 Genge St. Canberra City, ACT 2601 Australia

(Flexibility to be based elsewhere, including working from home)

Attendance:

Flexible (~1-3 hours per week)

Direct report:

This role reports directly to the UNAA National Board and works in close consultation with the National Executive Director.

Responsibilities:

According to the *UNAA National Board Terms of Reference* the UNAA National Secretary (in addition to being an office bearing national board member and member of the National Executive Committee 'ExCo' Team) is responsible for:

- Taking minutes of all quarterly National Board meetings, and where applicable, monthly ExCo meetings;
- Maintaining a record of all elections and appointments of board members [on a Register of Directors and with the ACNC];
- Ensuring the UNAA is in compliance with ACNC obligations
- Ensuring that minutes of a board meeting or general meeting are signed by the chairperson at the meeting or by the chairperson at the next succeeding meeting
- Promoting good governance across the UNAA group in line with best practice, and internal policies. Undertake necessary tasks to ensure the insurance policies of the UNAA are up to date.
- Be familiar with and advise on the UNAA Constitution
- Undertake other tasks as may be required to modernize and further the UNAA

The Secretary will normally fulfill the requirements of the UNAA Constitution Section 14 and the Associated Incorporations Act 1991, Australian Capital Territory, where the UNAA national entity is domiciled. The Public Officer will fulfill their responsibilities as defined in the Act. Essentially, they are responsible for being the key conduit between regulators and the organisation.



Selection criteria

- Successful prior experience working as a Secretary on a board, ideally an NGO, is highly valued
- Corporate director qualifications are highly valued (for example: completion of an Australian Institute of Company Directors (AICD) directorship course)
- Excellent written and oral communication skills
- A strong familiarity with the Microsoft Office suite, particularly Word and Excel
- Strong organisational and interpersonal skills
- A passion for good record keeping
- Initiative and the ability to consider solutions creatively
- Ability to be a self-starter that takes personal initiative and requires minimal management control, yet equally is willing to abide by board directives
- Ability to work professionally and constructively with all of the UNAA's diverse stakeholders of varying levels of talent, experience, age and background
- Commitment and passion for the UNAA's charitable mission
- An interest in international affairs
- Responses to the designated selection criteria questions
- Potentially have a legal background
- Preferably be based in Canberra

Benefits

This position will allow the successful candidate to:

- Work as pro-bono board member of the UNAA's peak decision-making body.
- Build their resume and gain experience working for an internationally recognised brand and NGO
- Deepen both hard and soft personal skills
- Develop experience and skills in the NGO sector
- Learn about the work of both the UN and UNAA
- Gain a greater real world understanding of government and international affairs
- Develop relationships with a network of talented volunteers and qualified professionals