



**United
Nations
Association
of Australia
WA Division**

UNITED NATIONS ASSOCIATION OF AUSTRALIA (WA) INCORPORATED
MEMBER, WORLD FEDERATION OF UNITED NATIONS ASSOCIATIONS
PATRON: The Honourable Kim Beazley AC, Governor of WA
PRESIDENT: Dr Steve Lennon
ADDRESS: 33 Moore St, East Perth WA 6004
Website: www.unaa-wa.org.au Email: office@unaa-wa.org.au
Ph: (08) 9221 7020 ABN 63 106 415 035

CALL FOR EXPRESSIONS OF INTEREST – VOLUNTEER ROLE

THE UNITED NATIONS ASSOCIATION OF AUSTRALIA - WESTERN AUSTRALIAN DIVISION

SECRETARY

The United Nations Association of Australia, Western Australia (UNAAWA) is a volunteer and membership-based, not for profit organisation dedicated to advancing the goals of the United Nations in Australia and around the world. Established in 1946, the UNAA has a proud history of engaging with civil society and decision-makers and educating the public in pursuit of UN ideals. In Western Australia, our focus is on Education, Human Rights, Gender Equality, Youth and the Environment. (see www.unaa.org.au/divisions/western-australia/ for more information).

The role:-

The UNAAWA is seeking a Secretary to join our Executive Committee in managing the governance affairs of the Association. The role entails the following: -

- Consults with the President regarding the business to be conducted at each executive committee meeting and general meeting;
- Prepares the notices required for meetings and for the business to be conducted at meetings;
- Maintaining on behalf of the Association an up-to-date copy of its rules, as required under section 35(1) of the Charities Act;
- Maintains full and accurate minutes of meetings of the Executive Committee, and General Meetings;
- Records the names of the Executive and Committee members present at meetings or a general meeting;
- Maintains on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act;
- Maintaining on behalf of the Association a record of Executive Committee members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;
- 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;
- Manages the general administrative duties of the office, including IT, record management, room and event bookings, dealing with mail and the purchase of office supplies and petty cash;

A people's movement promoting the aims and ideals of the United Nations through education and awareness

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- Ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association;
- Deals with the Association's correspondence;
- Responds to or directs email and telephone communications on a wide variety of topics.;
- Oversees and assists the office volunteers; and,
- Membership of the Association's Executive committee and associated leadership responsibilities in the Association, including support to committees.

The Requirements

- A willingness and capacity to comply with the Values and Code of Conduct of the UNAAWA;
- Minimum of 10 years' experience in working with management, with high level influencing skills;
- Secretary experience in a small not for profit organisation;
- Excellent communication and interpersonal skills in a volunteer environment;
- Strong IT and office management skills including document management;
- High level of accuracy and attention to detail;
- Flexibility and the ability to work autonomously; and,
- Membership of the UNAAWA – either existing or commitment to join our membership.

The UNAAWA embraces diversity and strongly encourages applications from Aboriginal and Torres Strait Islander peoples and people with disabilities.

If you are interested in this Volunteer role, please e-mail a covering letter addressing the requirements and a short CV to: -

The President UNAAWA, wapres@unaa.org.au.

Closing date is 31 May 2019. Please note that shortlisting and interviews may proceed prior to this date.

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