



VOLUNTEER ROLE SPECIFIC STATEMENT

Role Title: **SECRETARY**

YOUR OPPORTUNITY:

You will have the opportunity to support your rural fire brigade by taking responsibility for ensuring that the administration of the brigade is managed appropriately.

PEOPLE WHO ARE PERFORMING THE ROLE SHOULD BE:

- Community minded.
- Able to work well with other people as part of a team.
- Be well organised and have good communication skills.

ARE YOU THE RIGHT PERSON FOR THE ROLE?

Mandatory Requirements:

- Eligible to apply for, or hold a Blue Card.
- An Australian Citizen or Resident, or working legally in Australia.

Highly Desirable Requirements:

- You need to have time available to adequately perform all of the functions of the role.
- You need to have been an active member of the brigade for at least two years.
- You need to have a genuine interest in voluntary community work in general and the objectives of the brigade in particular.
- You need to have the ability to develop and support appropriate administrative processes to ensure the effective running of the brigade.
- You need to have good written communication skills.

YOUR DUTIES AND RESPONSIBILITIES:

- Advise brigade members, Rural Fire Service (RFS) Area Office and where appropriate, members of the public of proposed brigade meetings.
- Provide meeting agendas and attend and take minutes at brigade meetings.
- Compile written correspondence on behalf of the brigade.
- Record all correspondence in and out of the brigade.
- Process medal, grants and subsidy applications.
- Process insurance claims.
- Process brigade equipment requisitions and maintain a list of all brigade assets.
- Manage and ensure the safe custody of all brigade records including membership records.
- Ensure contact with the RFS Area Office is maintained and that all relevant information is forwarded to the RFS Area Office.

ADDITIONAL INFORMATION ABOUT THE ROLE:

- The Secretary is part of the Brigade Management Committee, along with the First Officer, Chairperson and Treasurer.
- The Secretary is elected by the brigade members at an annual or biennial general meeting or at a special meeting in the case of a casual vacancy.
- The Secretary should hold the position for a period of two years and is eligible for re-election.
- The Secretary should familiarise themselves with, and follow the standards contained within the Code of Conduct for staff and volunteers.

HUMAN RIGHTS STATEMENT:

- The details provided within this role description is compatible with QFES' obligations in relation to the *Human Rights Act 2019* (HRA).

Version 1

