



# Volunteer Opportunity

## Regional Group Secretary

### Position Description

As the secretary for a Regional Group, you'll be helping to lead an innovative political party that is growing every year. You'll help empower people to use their vote to help some of the most neglected individuals in our society.

### Responsibilities

- Manage the procedures and regulations of the regional group including:
  - Application of correct meeting procedures
  - Assisting with planning meetings and planning agendas
  - Preparation, distribution and maintenance of reports, minutes and agendas
- Ongoing collaboration with other members of the regional group
- Active participation in regional group meetings
- Volunteer to support organisational activities as time allows
- Support new members and volunteers

### Skills and Competencies

#### *Required*

- Excellent written and verbal communication skills
- Good planning and organisational skills
- A passion for animals
- A willingness to have a go

#### *Desirable*

- Good computer skills
- Prior experience in a committee or as a Secretary
- Prior experience in campaigning
- Understanding of the Australian political system

**Time Commitment:** 1-2 hours a week, depending on electoral activity

**Duration:** Ongoing, minimum 6 months

**Location:** Home / Location of meetings

**Reports to:** Regional Group executive

To apply, send your resume and a short summary of your skills and experience relevant to the role to [nsw.director@animaljusticeparty.org](mailto:nsw.director@animaljusticeparty.org). For more information call 9261 2047