

## **The Role of Bushwalking Victoria Secretary**

### **Member of the Board of Management**

1. Attend monthly Board meetings
2. Represent BWV at functions with member clubs or external organisations as required
3. Participate as a member of the BWV Finance Committee

### **Legal Responsibilities**

Ensure that BWV observes its obligations under:

1. *Associations Incorporations Reform Act 2012(Vic)* and any subsequent amendments
2. Other relevant legislation e.g. Privacy Act,
3. BWV Rules of Association and By-laws

### **General administrative functions**

1. Monitor legislative changes and prepare appropriate amendments to Rules of Association and By-laws for consideration by the Board.
2. Prepare and lodge Annual Statements with Consumer Affairs Victoria and advise Consumer Affairs Victoria of any changes to Bushwalking Victoria details and/or office holders
3. Organise Annual General Meetings and any Special General Meetings, including distribution of agenda, reports and discussion papers and catering when required.
4. Advise business contacts and stakeholders of changes in personnel and contact details
5. Manage the BWV Office including supervising and assisting the administrative officer to answer queries from member clubs and the general public. This may entail directing the club committee person

to the relevant authority for the problem raised (e.g. Consumer Affairs Victoria for matters regarding incorporation), specific legislation or BWV policies.

6. Draft and sign outgoing correspondence as appropriate.
7. Ensure that BWV has systems in place to maintain an accurate register of members and to issue renewal notices after the AGM each year

### **Staff management**

Supervise and assist the administrative officer and any other staff to perform their duties including:

1. Manage working environment to maximise their well-being and to ensure compliance with Occupational Health and Safety requirements
2. Manage and approve leave requests
3. Ensure essential business needs are met during periods of leave
4. Ensure that BWV meets its obligations as an employer relating to employee entitlements for leave etc, ATO requirements for PAYG tax, superannuation for the administrative officers and other employees engaged from time to time.