



Executive Committee

Secretary

Position Description

REPORT TO: President

TIME COMMITMENT: 8-10 hours/week

LENGTH OF TERM: 12 months

Key roles and responsibilities include

- Attendance at regular executive meetings
- Organising meetings, writing meeting agendas, taking meeting minutes
- Ensuring all items post-meeting are actioned by the relevant Executive member
- Assisting the rest of the executive team with any administrative tasks they require
- Keeping up-to-date with the availabilities of the wider executive team
- Compiling and publishing the organisation's annual report
- Fulfill all administrative requirements of running a registered charity, including but are not limited to submission of annual statements to the Australian Charities and Non-Profits Commission (ACNC) and Consumer Affairs Victoria (CAV)
- Evaluating the success of the organisation at the end of the year

What you will get out of it

- A unique opportunity to get exposure to the administrative workings of a non-profit. Frequent opportunities to interact with key stakeholders. Strong project management skills, and oversight over logistics of all projects.

Key Characteristics

- Effective organisation and management skills
- Self-motivated, flexible and a team player
- Excellent team/relationship management skills
- Experience with ACHSC is favourable
- Genuine interest in not-for-profits and social entrepreneurship

The ACHSC hopes to nurture a generation of cancer-literate individuals armed with the knowledge to make a substantial contribution towards realising a world free of cancer.

Apply at <https://goo.gl/forms/CB1uB8vWzYgxwXL2>