**POSITION DESCRIPTION**

***Secretary***

**Position Details:**

***Committee Type:*** Executive

***Role Length:*** 12 Months (November 2018)

***Location:*** VU @ Metro West

***Hours:*** Minimum 24 Hours Per Week (Equals to 3 days per week)

***Reports to:*** President

**Overview:**

The Secretary provides assistance and concentrates on the administration of Fresh Student Media aiding the President in running any meetings, including minute taking, and activities. The Secretary also deals with all correspondence that we receive including new memberships.

In addition, the Secretary also organises and runs all the administration systems of Fresh Student Media. They are responsible for updating and processing member’s application including sending new membership packs out, typing up meeting agendas and minutes of the meeting, processing paper work from all departments of the radio station, sending prizes and being the first point of contact for members. Also, they create and send out a member’s newsletter to inform all the members of any opportunities that are internal and external.

**Main Duties and Responsibilities:**

* To aspire to model positive leadership behaviours and a positive attitude, taking responsibility for inspiring and engaging with your members and committee
* To support other committee members to achieve their goals and perform their roles.
* Be contact via e-mail and phone.
* To attend any meetings that involve Fresh Student Media, e.g. attend committee meetings and/or meetings where attendance is required (Student Leadership Council meetings).
* Drawing up the Meeting Agenda with the President prior to it starting and sending out the Agenda to the relevant attendees and/or having it available for all attendees of the meeting
* Check the minutes of the last meeting and note items for ‘business arising’
* Take the minutes of the meeting and make sure they are correct
* Arrange correspondence in order and summarise the long items to save time during the meeting
* Take an attendance list and apologies of those absent
* Keep membership list updated and sending packs out for new members (for new members and members who leave)
* Writing up the minutes of all meetings and send them out to the relevant parties as soon as possible
* Inform the President of any correspondence requiring urgent attention
* Running the operations of administration.
* Keep members together and informed on meetings and events
* Posting opportunities for members via e-mail and internal social media groups
* Organising equipment and other request from team members
* Quality control of publications and to make sure that it meets guidelines of Fresh Student Media
* Help recruit crew members for online department and keeping them informed.