

## Lake Macquarie Sustainable Neighbourhood Alliance (Inc)

ABN 9727 452 3597

**Web:** [www.sustainableneighbourhoods.org.au](http://www.sustainableneighbourhoods.org.au)

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## Minutes Secretary – Position Description

*Do you thrive on organisation and record-keeping? Your local Sustainable Neighbourhood group is looking for a minutes secretary.*

*This role offers the opportunity to meet new people, gain some administration experience, and be part of a friendly and enthusiastic team working on a range of local sustainability projects.*

### Sustainable Neighbourhoods

Sustainable Neighbourhoods empowers the community to act on local sustainability issues. We are a network of active, skilled and supported citizens who create a range of local projects and events that protect the natural environment, reduce our ecological footprint, and increase community wellbeing.

#### **Our vision**

Neighbourhoods that are empowered to live sustainably

#### **Our mission**

Our work is to foster sustainable neighbourhoods and a healthy environment in Lake Macquarie.

#### **Our values**

We are guided by our values of:

- participation
- inclusion
- collaboration
- empowerment
- shared responsibility

## Role description

<b>Volunteer role</b>	Minutes secretary
<b>Purpose</b>	Assist your local Sustainable Neighbourhood group to function effectively, maintain transparency and communicate their decisions and actions with the wider community.
<b>Supervision and support</b>	The role is relatively self-directed. Sustainable Neighbourhood volunteers will be teamed up with experienced group members, and ongoing support will be available from the Alliance Secretariat.
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Work as part of a team to pursue Sustainable Neighbourhoods objectives.</li> <li>• Adhere to all Sustainable Neighbourhood policy and procedures, for example, regarding Governance, Health and Safety, Child protection; and Privacy.</li> <li>• Attend monthly group meetings</li> <li>• Keep minutes of key discussions and decisions at group meetings.</li> <li>• Distribute meeting minutes to group members</li> </ul>
<b>Suitable for</b>	<ul style="list-style-type: none"> <li>• Volunteers seeking experience in administration, community development or community engagement.</li> <li>• Volunteers seeking a well defined role and regular way to contribute</li> </ul>
<b>Commitment</b>	A commitment for at 6 month period is preferred. Options are available for the role to be shared among group members, or for shorter or longer terms.
<b>Time required</b>	Group meetings are generally once a month, for 1-2 hours. Estimate 1-2 additional hours per month to prepare and distribute minutes.
<b>Location and equipment</b>	Location is variable depending on the group. Own transport to and from the meeting is required.  The role requires that volunteers have access to an internet connection and suitable device to access email, and word processing software.

## To apply

To express your interest in this role, please email the Sustainable Neighbourhood Alliance Secretariat at [admin@sustainableneighbourhoods.org.au](mailto:admin@sustainableneighbourhoods.org.au). Please include your name, email and phone contact details, and a brief description of your background and/or interest in the role. Just a few sentences is totally fine.

Please get in touch to talk about a role to suit you at [admin@sustainableneighbourhoods.org.au](mailto:admin@sustainableneighbourhoods.org.au) or 0466 748 333.