

Watergum is about helping the community to be part of real on-ground environmental initiatives. Watergum has been active for over 20 years and is a registered charity. It's our mission to help people gain the skills, knowledge, and a better understanding of the environment so that we collectively can restore and maintain our landscapes to places of beauty, clean water and native habitat. This will support our community and wildlife for generations to come.

Committee Secretary (Volunteer position)

Job Description

Watergum Community Inc is seeking a new volunteer committee secretary! Watergum is a successful not for profit organisation that is about helping the community to be part of real on-ground environmental initiatives. Watergum has been active for over 20 years and is a registered charity. It is also a happy and dynamic place to work! It's our mission to help people gain the skills, knowledge and understanding of the environment so that we can collectively restore and maintain our landscapes to places of beauty, clean water and native habitat that will support our community and wildlife for generations to come. www.watergum.org

The role

The committee secretary will work closely with the President and committee to organise committee meetings and AGM's, document meetings and support the committee in task management.

Key responsibilities

- Assist president in organising committee meetings (quarterly);
- Assist president, committee members and chief executive officer in preparing and distributing agendas, minutes and papers;
- Ensuring that committee member processes meet association rules;
- Document committee meeting minutes;
- Oversee committee member tasks and ensure they are completed in a timely fashion.

About you

You would like to be part of an exciting and growing organisation that is making a real difference to Australia's environment. You have the time and skills to volunteer to help Watergum better manage its corporate governance. You are enthusiastic and organised and have excellent Microsoft Office and written communication skills. You are a team player and are available to attend quarterly committee meetings held in Burleigh Heads.