



**Contact:** Sara Fergusson

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**Website:** [www.revivetheregent.org.au](http://www.revivetheregent.org.au)

## Volunteer Secretary Position Description

Revive The Regent Theatre Inc. is a newly established not-for-profit organisation with the following objectives:

- To bring together people who share a vision to revive the Mudgee Regent Theatre
- To advocate for arts and cultural development in the Central West.
- To advocate for the protection of the Regent Theatre through permanent State Heritage listing.
- To hold fundraising events to promote the goals of the organisation and if possible purchase the theatre.

The Secretary is responsible for the documentation and communication of the activities of the committee. The secretary is the primary administration officer of the committee and provides the links between the committee, members and outside agencies. The Secretary should be a good communicator, maintain confidentiality on relevant matters and have the ability to delegate tasks and supervise others. Amongst the Secretary's tasks are to prepare agendas, control and distribute minutes, receive and disseminate correspondence to and from the committee etc.

The Secretary should:

- be organised
- have computer skills
- be able to keep confidential matters confidential

Specific duties include but are not limited to:

- Maintain records of the committee and ensure effective management records
- Manage minutes of committee meetings, including ensuring the minutes Secretary does so, and ensuring minutes are distributed to members shortly after each meeting
- Development of the agenda in consultation with other committee members and distribution prior to the meeting
- Is sufficiently familiar with documents to note applicability during meetings



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- Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- Enable and authorise people to help with the committee's business.
- Ensure that the records of the committee are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of committee members, committee meeting minutes, financial reports, and other official records
- Provide an up-to-date copy of the constitution at all meetings.
- Ensure that proper notification is given of committee meetings as specified in the constitution
- Manage the general correspondence of the committee except for such correspondence assigned to others
- Help and lead the committee in providing systematic communication from the committee to relevant stakeholders

#### **Desirable**

- Understanding of online cloud storage such as Google Drive

#### **Commitment:**

Flexible hours to suit volunteer, approximately 12 hours per month is estimated. Secretary will be required to attend monthly board meetings required to provide an update on any administration matters

To apply please email [info@revivetheregent.org.au](mailto:info@revivetheregent.org.au)