

Bushwalking Victoria

Role of Secretary

Member of the Board of Management

1. *Attend monthly Board meetings*
2. *Represent BWV at functions with member clubs or external organisations as required*
3. *Be a member of the BWV Finance Committee*

Public Officer for Bushwalking Victoria Inc.

Ensure that BWV observes its obligations under:

1. *The Associations Incorporations Act 1981*
2. *Other relevant legislation e.g. Privacy Act,*
3. *BWV constitution and by-laws*

General administrative functions

1. *Organise Board meetings and other special meetings, including distribution of agenda, reports and discussion papers and catering when required.*
2. *Advise business contacts and stakeholders of changes in personnel and contact details (eg SRV consultant, Parks Victoria staff, Bank, ATO, Vicnet.*
3. *Manage the BWV Office including supervising and assisting the administrative officer to answer queries from member clubs and the general public. This may entail directing the club committee person to the relevant authority for the problem raised (e.g. Consumer Affairs Victoria for matters regarding incorporation), specific legislation or BWV policies.*
4. *Draft and sign outgoing correspondence as appropriate.*
5. *Ensure that BWV has systems in place to maintain an accurate register of members and to issue renewal notices after the AGM each year*

Staff employment

Supervise and assist the administrative officer to perform her duties including:

1. *Manage working environment to maximise her well being*
2. *Manage and approve leave requests*
3. *Ensure essential business needs are met during periods of leave*
4. *Ensure that BWV meets its obligations as an employer relating to employee entitlements for leave etc, ATO requirements for PAYG tax, superannuation for the administrative officers and other employees engaged from time to time.*

Insurance

1. *Exchange information on Bushwalking Australia's group insurance scheme between affiliated clubs and the National Insurance Officer .*
2. *Distribute policy information and certificates of currency (on request) to clubs.*
3. *Answer insurance queries from clubs on (usually procedural queries) or refer queries to the national insurance officer (interpretation of policy questions).*
4. *Supervise the issue of Bushwalking Australia's annual insurance questionnaire to obtain information from clubs about their insurance needs, membership numbers and typical activities.*
5. *Provide the collated data from the questionnaire to the national insurance officer.*
6. *Supervise the issue of invoices for insurance premiums to clubs (which is done in conjunction with the invoicing of membership renewal fees).*